



<b>Department:</b>	Club Doncaster Foundation
<b>Job Title:</b>	Programmes & Data Coordinator
<b>Salary:</b>	Coordinator banding (Starts at £16,500)
<b>Contract type:</b>	Full time permanent
<b>Hours:</b>	37 ½ hours per week. The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends and such hours as necessary.
<b>Responsible to:</b>	Head of Fundraising and CEO
<b>Location:</b>	Keepmoat Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	Office hours are Monday to Friday 9.00am – 5.30pm. It is expected with this post there is to expected weekends & unsocial hours as part of an irregular working pattern.

**Purpose of the post:**

The Programmes & Data Coordinator will have a key role in supporting the reporting and coordination of all Foundation activities. This all-encompassing role will involve the coordination and administration of a wide range of work and activities benefitting the Doncaster Community. The post holder will be required to support our work on demonstrating the impact of our programmes. This role offers a great opportunity to develop a wide range of experience.

**Key Duties and Responsibilities:**

- Coordinate all programme delivery reporting (inclusive of Premier League, Cycling and Health delivery.)
- Support project delivery and administration in education, inclusion, community and fundraising departments.
- Produce monitoring reports to track progress of projects and programmes across the Foundation.
- Support the Head of Fundraising with partnerships, resource fulfilment and events.
- Evaluate programme delivery to demonstrate impact or suggest change.
- Be the lead contact for inputting of data and support mechanisms, ensuring that data entry is entered in a timely manner, correctly and efficiently.
- Carry out duties in accordance with all relevant company policies
- Act at all times with utmost good faith to the Club and the Company
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff.
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Ensure all policies and procedures are adhered to
- Active participation on continuing professional development and the appraisal process
- Promote the brand identity and increase Club Doncaster fan base throughout
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times
- To be aware and comply with the Health and Safety at Work Act
- To carry out responsibilities with due regard to Equal Opportunities
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive

## **Club Doncaster Foundation Staff competencies:**

### **Our Values**

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest and brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

### **Putting our clients first**

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

### **Getting things done**

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

### **Flexibility**

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

### **Communication skills**

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

### **Managing Self /Relationships**

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

**Important information**

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if they are intending to do business mileage for Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

<b>Personal Skills/Characteristics</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (List Code Below)</b>
<b>Experience</b>			
Experience of report writing/data entry and processing	X		AF/I
Experience of analysing and evaluating data.	X		AF/I
Experience of presenting findings and developing action plans.		X	AF/I
Experience of using data monitoring systems (such as views, salesforce etc. or relevant equivalent)		X	AF/I
Ability to work with partner organisations	X		AF/I
Experience of project coordination		X	I
Experience of community or education delivery		X	AF/I
Experience of working in the sports or charity sector		X	I
<b>Qualifications and training</b>			
Evidence of formal education detailing a good level of general education	X		AF/CR
A relevant qualification in sports, administration, or business development		X	AF/CR
At least one nationally recognised NVQ level 2 qualification or equivalent.	X		AF/CR
<b>Special skills and knowledge</b>			
Proficient in use of Microsoft Office systems eg Office, Excel, Access and Powerpoint or equivalent system	X		AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I

<b>Personal qualities</b>			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines	X		AF/I
<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently		X	I
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

\* AF = Application Form  
I Interview  
R Reference  
CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.