

Job Role: Club and Community Activator	Hours: 35 hours per week
	Salary: £23,933.00
	Contract 12-month Fixed Term

Job Purpose

1. Increase awareness and experience firsthand of Orient and help it resonate further as a positive vehicle for good – for both Trust and Club
2. Promote tolerance and understanding of the needs of the community of place and of common interest
3. Increase usage of Club and Trust activities and facilities – including increasing revenue generation
4. Understand the core values of Leyton Orient Football Club and the Trust

Employed by Leyton Orient Trust
 Managing day to day by: Club and Community Liaison Officer
 Overseen by: Club and Trust Marketing and Communications Leads

Main Tasks

1. Research and set up introductions and deliver a series of getting to know events, establishing regular activity at the stadium, ticket initiatives, player engagements and setting up a family zone on match days, aimed at local residents and community groups that don't currently have a connection with Orient in the London Boroughs of Hackney, Redbridge, Tower Hamlets and Waltham Forest.
2. Strengthen the diversity within the existing fan base by capacity building and supporting the development of common interest groups including the existing fan groups- RainbOs, MeshuganOs and PunjabiOs, plus also the Saltire Orient and Wyverns of the South and new fan groups to be created – Female only and Disabilities, by facilitating meetings and helping them recruit, hold events at the club and promoting the club to their specific networks
3. Be an integral part of wider communications and marketing campaigns and initiatives to promote the Club to key stakeholders
4. Ensure safety for all participants by undertaking health and safety checks before each activity and adopting the Trust's safeguarding procedures.
5. Compile reports for internal (Club and Trust) and external (Funder and wider community) use, assessing impact being made by the activities
6. Ensure all data is collected and inputted onto Trust Salesforce system for Funder purposes and to explore with Club how best to achieve it for their purposes
7. Capture good news stories and case studies
8. Attend all training as required
9. Attend all match days to work on Trust and Club related activities
10. Complete all other tasks as requested by the Club and Trust Teams

Person Specification

Minimum essential requirements	Method of assessment
A proven track record of managing relationships and partnerships and the ability to communicate with people at various levels.	Application Form/Interview
Proven experience of delivering and developing effective monitoring and evaluation systems including measuring impact	Application Form/Interview
A proven understanding of safeguarding and health and safety	Application Form/Interview
A proven ability to work under pressure to tight deadlines.	Application Form/Interview
A commitment to supporting disadvantaged people, and the principles of equality and diversity	Application Form/Interview
Self-motivated and the ability to work on own initiative.	Application Form/Interview
Excellent communication skills including written, telephone and interpersonal skills.	Interview
Proven planning and organisation skills.	Application Form
IT literate	Application Form
Proficient in office apps (Word, PowerPoint, Excel)	Application Form / Interview
Desirable requirements	
Relevant degree or qualification.	Application Form/Interview
Experience of working for/working with Club Community Organisations	Application Form/Interview
Experience of working for/working with Professional Football Clubs	Application Form/Interview
Able to navigate photoshop and other editing software's	Application Form/Interview
Any marketing/media training/experience within sport	Application Form/Interview