



## Job Description: Community Project Officer

<b>Status:</b>	Permanent, full time (35 hours per week)
<b>Location:</b>	On site: Edinburgh
<b>Salary:</b>	£24,570
<b>Closing Date:</b>	9am, Monday 22 September 2025
<b>Start Date:</b>	Negotiable

**We're looking for a passionate community project officer with experience of working with children and young people, understanding of the challenges this group faces, and the drive to provide superior services. You will be empathetic and supportive, aware of participants' circumstances, and keen to make a difference.**

Hibernian Community Foundation is the charitable arm of Hibernian Football Club, harnessing the power of football to create lasting social impact. Our strategic focus is on improving physical and mental health for individuals and families from low-income communities.

We deliver a range of targeted project activities through our Community Hub, including inclusive fitness programmes, mental wellbeing activities, and social events that reduce isolation and build community resilience. Our community meals initiative addresses food insecurity, while our football sessions, designed for all ages and abilities, promote confidence, connection, and lifelong participation. Every activity is rooted in inclusion, empowerment, and the belief that football can be a catalyst for healthier, happier lives.

### **Roles and Responsibilities**

- Manage, deliver and evaluate Extra Time, a progressive after-school care programme for football within our local community, working with key local, regional, and national partners.
- Manage, deliver and evaluate a range of programmes designed to improve physical and mental health outcomes for children and young people in the community.

- Recruit and manage a team of sessional coaches and volunteers to support the delivery of activities.
- Provide detailed monthly reports to management and funders, tracking outcomes against KPIs and targets.
- Ensure child wellbeing and safeguarding is at the forefront of all activities.
- Support colleagues with the delivery of holiday football camps across Edinburgh.

### **Key Relationships**

- Head of Community Development (line manager) and Foundation team members.
- Teachers, parents and employees of other services supporting children and young people.
- Key personnel in Hibernian FC.
- Community partners.

### **Knowledge, Skills & Experience**

#### **Essential**

- Experience of managing and delivering programmes or projects for children and young people, supported by colleagues and line management. Ideally your experience will be in grassroots sport or community programmes.
- Knowledge of games, sports, and arts & crafts activity suitable for group participation.
- Experience of report writing, budgeting and making funding applications. We use Office 365 and would expect you to be comfortable using Word, Excel, Outlook and Teams.
- Good awareness and understanding of child wellbeing and safeguarding principles and processes.
- Excellent communication skills, allowing effective communication with a wide range of individuals and groups.
- A team player who engages well with partners, participants and colleagues.
- Able to motivate people and encourage participation, including in the design and development of programmes and activities.
- An understanding of the challenges faced by children and young people in our local community.
- Passionate about offering superior services; empathetic and supportive.

### Desirable

- Awareness of education and third sector youth services in Edinburgh.
- Experience of recruiting, managing and working with volunteers.
- Experience of devising measures to capture project outcomes.
- SFA 1.3 coaching qualification – working towards UEFA C licence preferable.
- Full UK driving licence.

### **Disclosure Scotland**

This post is subject to a Disclosure Scotland PVG check.

### **Working pattern**

Five days a week, with flexibility to work on weekends and evenings as some out-of-hours working will be required.

### **Application Process**

To apply, please complete our application form (Word document and PDF available for download from our website) and email to [vacancies@hiberniancf.org](mailto:vacancies@hiberniancf.org) along with your CV by 9am on Monday 22 September 2025.

We will be holding in-person interviews at Easter Road Stadium on Monday 29 September 2025.

**No agencies please.**