



About Us

We are Preston North End Community and Education Trust, the official charity (Registered Charity No. 1130773) of Preston North End Football Club.

We employ over 40 full-time staff to deliver the life enhancing work of the charity.

Utilising the power of Preston North End Football Club, we address the needs of our community through;

- Health and Wellbeing support
- Providing opportunities through accessible Education and;
- Connecting the Community through positive Engagement.

Job Details

Job Title

Head of Community Engagement

Type Of Contract

Permanent - Full Time (37.5 hours per week)

Location

Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU

Salary

£32,000 - £40,000

Closing Date

Monday 17th August 2026, 12pm

Interview Date

WC 24th August 2026

Team

Governance and Compliance

Employment Benefits

Company laptop, expenses and pension.
Up to 35 days annual leave, plus bank holidays.
Training and workforce development opportunities.
PNECET uniform.
Free on-site parking.
Opportunities to represent PNECET on National and International trips.
Health Insurance and perks through Health Shield.
Death in service insurance.
Employee of the month awards and benefits.
Two complimentary PNEFC season cards.
Free childcare places on PNECET half term provision for children 5-11 years-old.



Purpose Of The Role

Role Overview:

The Head of Community Engagement will be part of the Senior Management Team and will drive the success of our Community Engagement strand, contributing to the achievement of the departments strategic objectives.

This role will develop and maintain partnerships, oversee the strand's growth, and manage a dedicated team across the following Community Engagement programmes;

- Youth Provision (PL Kicks, Detached Youth Work)
- Champions
- Holiday Camps
- Equality, Diversity and Inclusion
- SEND

Key Responsibilities:

- Manage the Trusts Community Engagement projects in line with their KPI's and within the proposed delivery plans.
- Identify, secure and manage funds through various sources including commissioned work, grant funding and private sector sponsorship.
- Manage contractual expectations and reporting processes.
- Manage and mentor staff, providing guidance, support, and practical advice to ensure they are fully supported to fulfil their aims and objectives.
- Work with key stakeholders to identify areas for development within the city-wide provision.
- Produce high quality written reports for internal and external purposes.
- Monitor and reporting on income and expenditure monthly and quarterly to the Executive team.
- Deliver, monitor and evaluate departmental expectations, aims and objectives.
- Lead the strategic Community Engagement goals of PNECET to reduce empower positive and sustained behaviour changes, leveraging the influence of Preston North End Football Club to create a lasting legacy across Preston.

Key Relationships:

- Reporting to the Deputy Chief Executive Officer.
- Line management of Community Engagement programme Leads and Coordinators.
- Collaborating with Community Engagement partners, PNECET staff, and external stakeholders.
- Engaging with external commissioners and organisations to promote Community Engagement programmes.
- Liaising with Preston City Council, Lancashire County Council, Lancashire Violence Reduction Network, Premier League Charitable Fund, EFL in the Community, Football Association and other partners.

Key Performance Indicators:

- Success will be measured by the outcomes and impact of the programme against contractual expectations.
- The expansion and impact of Community Engagement provision in Preston.
- Achievement of strategic objectives outlined in the Trust's "North End Together" strategy.
- Positive engagement with stakeholders, and the programme delivery and quality assurance checks.



Duties And Responsibilities

Departmental Management:

- Develop and deliver the Community Engagement strategy, ensuring the success of existing provisions while sourcing innovative projects to enhance community impact.

Financial Management:

- Identify, secure, and manage funding from various sources, including commissioned work, grants, and commercial sponsorships.
- Collaborate with the Chief Executive Officer to effectively budget for the Community Engagement department.
- Raise departmental invoices and monitor expenditure across all Community Engagement provisions, ensuring expenditure is in line with the budget.
- Produce monthly and quarterly income and expenditure reports for the Executive team.

Staff Management:

- Manage and mentor staff, providing support, guidance, active listening, and practical advice to help them achieve their goals.
- Ensure staff are fully supported in fulfilling their aims and objectives.

Partnership Development:

- Develop and maintain relationships with existing and new partners to drive the Community Engagement strategy.
- Work closely with local and national partners to deliver all Community Engagement provisions.
- Analyse feedback from project beneficiaries to ensure effective programme delivery.
- Create and maintain Service Level Agreements with external partners as necessary.

Communications and Reporting:

- Create reports on all Community Engagement provisions, documenting progress against key performance indicators for the Executive team, Trustees, and partners.
- Ensure a robust monitoring and evaluation, impact and social value process for all Community Engagement programmes in line with the Trust's procedures.

Safeguarding and Compliance:

- Develop, review, and implement policies and procedures throughout PNECET Community Engagement provisions.
- Serve as the Designated Safeguarding Officer for the Community Engagement department.
- Oversee all Community Engagement safeguarding concerns, providing maximum support and advice for internal and external partners.

General Responsibilities:

- Be a flexible member of the PNECET team, assisting in the delivery of other projects and activities during evenings and weekends as requested.
- Comply with all PNECET policies and procedures.
- Promote the PNECET brand and ethos in a professional, strong, and positive manner.



Criteria

Qualifications

Essential Desirable

Educated to Degree level in relevant field subject.



Leadership and Management Level 5.



Safeguarding Level 3 (or willingness to achieve within one month of appointment).



Full driving licence with access to own transport, including business insurance.



Skills And Experience

Essential Desirable

Proven experience in line managing staff and teams, providing mentorship and support to achieve organisational goals.



Proven experience in managing and monitoring KPIs, with a track record of reporting on these metrics to achieve organizational targets.



Excellent communication skills, with the ability to articulate a compelling vision and engage diverse stakeholders through written and verbal communication.



Financial experience, including budget development, financial analysis, resource allocation, monitoring income and expenditure and reporting financial position against budget.



Experience of supervising, mentoring or managing the personal development of adults or staff demonstrating leadership abilities, including team building and staff development.





Knowledge

	Essential	Desirable
Knowledge and understanding of Preston, its demographics and challenges facing its community.	☒	☐
Knowledge of relevant government policy and in particular how it relates to PNECET.	☒	☐
Understanding of current trends and initiatives relating to Community Engagement.	☒	☐
Firm knowledge and understanding of safeguarding children and vulnerable adults.	☒	☐
Knowledge and experience of building key partnerships with employers, funders, schools and other key stakeholders.	☒	☐
Familiarity with Preston's support services for vulnerable adults.	☐	☒
Knowledge and commitment to the charity's mission and values and strategy.	☐	☒

How To Apply

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to jobs@pne.com with subject title reference PNE **1244** or post to: F.A.O. Business Support Officer, Preston North End FC, Deepdale, Preston, PR1 6RU.

Safeguarding Statement;
PNECET is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.