



Job Role: Community Programmes Lead

Full time, permanent position

£38,000 - £42,000 pa

Reporting to: Senior Management Team and Chair of Foundation

Background:

The Hoops Foundation is the charitable arm of Oxford City Football Club, harnessing the power of sport to unite, inspire and create meaningful change.

Built around the principles of Health, Opportunity, Outreach, Participation and Support (HOOPS), the Foundation delivers a range of inclusive programmes designed to improve wellbeing, increase access to sport and strengthen local communities.

As the Foundation continues to grow, this role will play a key part in ensuring programmes are delivered to a high standard while supporting wider ambitions around participation, partnerships and long-term impact.

Our Vision:

Oxford City Football Club is building a professional community club powered by world-leading coaching, education and research. We are building a future where football, education and community unite as One City - to inspire, develop and lead.

Role specification:

The Community Programme Lead will be responsible for the strategy, leadership, planning, coordination and delivery of all Hoops Foundation programmes.

The role combines hands-on delivery, operational management and partner engagement, ensuring programmes are delivered professionally, efficiently and in line with organisational goals.

You will also support the continued growth of provision by building relationships, contributing to funding opportunities and ensuring high-quality experiences for all participants.

Key Responsibilities:

Programme Delivery & Operations - Lead the planning, coordination and delivery of all Hoops Foundation programmes, ensuring high-quality, safe and inclusive activity across all areas. Attend Men's and Women's First Team matchdays and contribute to weekend operations.

Engagement & Partnerships - Build and manage strong relationships with participants, partners and stakeholders, supporting growth in participation and strengthening the Foundation's presence locally.

Leadership, Strategy & Impact - Support the strategic development of the Hoops Foundation, working with the Chair, Club and Trustees to deliver sustainable growth, manage budgets and maximise impact.

Strategic Leadership

- Provide strategic leadership for the Hoops Foundation, ensuring all activity aligns with organisational priorities and contributes to long-term growth, sustainability and impact.
- Work closely with the Chair, Oxford City Football Club and Foundation Governors to support strategic planning, decision-making and the ongoing development of the Foundation.
- Represent the Hoops Foundation at Board level and within key internal and external forums, ensuring effective communication, alignment and delivery against agreed objectives.

Programme Delivery and Coordination

- Plan, coordinate and oversee delivery of all Foundation programmes across Health, Opportunity, Outreach, Participation and Support. Ensure all sessions are safe, inclusive, engaging and delivered to a consistently high standard.
- Manage programme logistics including staffing, scheduling, facilities, equipment and resources, ensuring all activity runs effectively and at full capacity.

Operations and Quality Assurance

- Maintain strong operational systems across all programmes, including registration, attendance tracking and administration.
- Support the implementation of quality assurance processes, ensuring all delivery meets safeguarding, welfare and organisational standards.

Engagement and Partnerships

- Build and maintain relationships with schools, grassroots clubs, local authorities and partner organisations.
- Act as a key point of contact for participants, parents, partners and external stakeholders, supporting communication and engagement across all programmes.

- Support collaboration with projects such as alternative provision, education pathways and wider club programmes to maximise engagement opportunities.

Programme Growth and Development

- Support recruitment and retention across all programmes, helping to increase participation levels and expand reach.
- Assist with identifying opportunities for programme growth, including new initiatives, partnerships and funded provision.
- Contribute to delivery of funded programmes such as Holiday Activity and Food (HAF) and similar initiatives.

Funding, Monitoring and Reporting

- Support funding applications and reporting requirements by tracking key programme data and outcomes.
- Monitor KPIs related to participation, engagement and delivery quality, ensuring programmes meet targets and expectations.
- Responsible for attending and contributing to all Foundation Board meetings, alongside representing the organisation at relevant external meetings, partnerships and stakeholder forums.

Staff Support and Leadership

- Support the coordination and development of coaches, sessional staff and volunteers.
- Set high standards in delivery, professionalism and participant experience, contributing to a positive and high-performing team culture.

OneClub Mentality

- Be adaptable and willing to take on additional responsibilities as required to support the success of the club across the business.

Person Specification

Essential

- Proven experience delivering or coordinating sports or community-based programmes
- Strong organisational and time management skills
- Ability to build and maintain effective relationships with a range of stakeholders
- Experience working with children, young people and adult participants
- Excellent communication skills and a proactive approach to problem-solving
- Ability to manage multiple programmes and priorities
- Flexible to work evenings, weekends, bank holidays and school holidays

Desirable

- Experience within a football club, foundation or sport organisation

- Coaching qualifications or relevant delivery experience
- Experience working within inclusive or disability sport programmes
- Experience supporting funding bids, reporting or programme monitoring
- Familiarity with booking systems or CRM platforms

Success Measures

- Consistent delivery of high-quality programmes
- Growth in participation and engagement across Foundation activity
- Positive feedback from participants, partners and stakeholders
- Effective coordination and smooth day-to-day operations
- Contribution to programme growth, partnerships and funding success

Salary:

£38,000 - £42,000 pa

Annual Leave:

28 days including bank holidays

Benefits:

- Friends and Family season ticket
- Uniform supplied
- Annual employee wellbeing grant
- Pension with employer contribution (after 3 months)
- Free school holiday childcare (ages 4 to 12) at Ignite Sport UK Holiday Camps
- On site parking

Work Location:

In person, Oxford City FC, The Community Arena, Oxford, OX3 0NQ

How to apply

To apply, please send a copy of your CV and a covering letter, or, a 1 to 2 minute video, to our recruitment team: club@oxcityfc.co.uk telling us why you are the best candidate for this role. Please include the job title that you are applying for in the subject of your email.

Application deadline: Saturday 13th June 2026.

Successful candidates will be contacted by Wednesday 17th June 2026.

We uphold a robust recruitment process. Applicants must be eligible to work in the UK and willing to undergo an enhanced DBS check with additional prior employment vetting.

Oxford City Football Club is an Equal Opportunities Employer. We celebrate diversity and are committed to creating and maintaining an inclusive environment for all employees.