



Secondary Education Coordinator

Burton Albion Community Trust's Mission Statement

'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'



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The mission is underpinned by our three Strategic Aims:

- To Deliver high quality
- To Create Experiences
- To Make a Difference

We will always:

- **Be Inspiring**
 - Through a passion for Burton Albion and our local community
- **Be Engaging**
 - Through understanding our communities and delivering targeted projects and programmes
- **Be Educating**
 - Helping realise full potential in individuals and our communities

Our Impact on the Community will be through the following areas of work:

- **Health & Wellbeing**
- **School Sport**
- **Education & Employability**
- **Community Engagement**
- **Burton Albion Facilities**

Our Outcomes will be to:

- Develop healthier and happier communities
- Create safer and more cohesive communities
- Empower our communities to help fulfil potential and opportunity



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JOB DESCRIPTION

Job Title: Secondary Education Coordinator	Salary: £20,000
Contracted Hours: 37.5 full time contract	Contract Type: Fixed Term

Burton Albion has a long history of being a community focused club, since it's humble beginnings in 2010 Burton Albion Community Trust has always been about making a difference. The heartbeat of this difference are the people who bring our projects, programmes and activities to life. Our people are our strength, they are engaging, they act with empathy and kindness, they are proud of the work they do and work hard to inspire each other and those we work with, our people are willing to learn and have desire to be educating.

If you think you have what it takes to be Engaging, Inspiring and Educating we can't wait to read your application.

Role Purpose

Burton Albion Community Trust (BACT) is the independent charitable arm of Burton Albion FC and is looking to recruit a Secondary Education Coordinator. The last few years has seen our Secondary Education offer grow and we are seeking a enthusiastic, motivated person to lead on this area. The role will include delivery of alternative education with small groups of learners and delivery on aspects of traineeships along with being the main contact for secondary schools. You will be working closely with the Education and Employability manager to ensure the provision remains high quality and responds to the needs of schools and their students.

This position requires flexibility as the role may require occasional evening and weekend work.

Roles and Responsibilities

- Be the main link for all secondary school contact. Developing and maintaining positive partnerships with local schools, local authorities, Pupil Referral Units, and the Primary District Inclusion Panel.
- Deliver across Alternative Education and traineeships as required.
- Lead the team that across secondary alternative education and support them to produce appropriate schemes of work that meet the needs of the young people we work with and deliver the outcomes agreed with the school or education provider.
- Ensuring that all sessions are delivered in accordance to the BACT Health and Safety Policy and Safeguarding Policy, and risk assessments are completed as required.



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- Produce showcase stories and reports as required by internally and by external partners.
- required.
- Coordinate and Line Manager staff which are assigned by the Education and Employability Manager.
- Implementing monitoring and evaluation of the programme as required by funders and education providers
- Deliver and support on any programmes across the Trust as required.
- As line manager you will ensure you offer monthly development meetings and informal supervisions
- Be the point of call for those you line manage to sort sickness, annual leave and any other daily requirements
- To be accountable for driving sustained growth in participation through BACT programmes
- To be responsible for the staffing, quality and development of assigned projects/programmes.
- Plan, Deliver and Review existing and new programmes.
- Highlight opportunities to develop existing projects and opportunities for new projects
- To contribute to keeping children and adults at risk safe by ensuring safeguarding concerns about a child or adult and risk are recognised and reported in line with policy and procedure and that the electronic MyConcern safeguarding system is kept up-to-date.

What working for Burton Albion Community Trust can offer you

- Competitive Salary
- 25 days Annual Leave and your birthday off!
- Excellent Training Opportunities
- Flexible Working
- Optional Full Uniform
- Onsite Parking
- Company Discounts
- BAFC Staff Discounts



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General

This 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 requested.

Equality Statement

Burton Albion Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Trust. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Trust that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook

Safeguarding Statement

Burton Albion Community Trust (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Burton Albion Community Trust believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the upmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

Commitment

Burton Albion Community Trust is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by:

- Adopting a pro-active approach in approach in preventative work.
- Having clear policies which are audited and reviewed annually.
- Vetting all staff and volunteers.
- Providing regular training to ensure staff can identify concerns and are confident when responding, reporting and recording.



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- Embedding safeguarding as a priority throughout the Trust.

PERSON SPECIFICATION			Evidence to be provided Application/Interview/Certificates (A/I/C)
Education / Qualifications	Essential	Desirable	
Teaching/assistant or Tutoring qualification		X	AIC
Mentoring qualification		X	AIC
Good level of GCSE	X		AIC
Educated to degree level in a relevant subject area		X	AIC
Experience	Essential	Desirable	
Experience of working with young people	X		AI
Experience of working with challenging behaviour	X		AI
Experience of planning and leading small group sessions	X		AI
Experience of working with schools based teams		X	AI
Experience of working on traineeship programmes		X	AI
Experience of working in alternative provision		X	AI
Experience of working in a fast paced environment and thinking on your feet	X		AI
Knowledge and Understanding	Essential	Desirable	
Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community	X		AI
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	X		AIC
Disposition & Attributes	Essential	Desirable	
Drive, passion and desire to make a difference in our community.	X		AI
Full UK driving licence and use of a vehicle with appropriate Business Insurance	X		AIC
Equality & Inclusivity	Essential	Desirable	
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	x		I



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APPLICATIONS

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:

bactvacancies@burtonalbionct.org

Or via post to:

Vacancies

Burton Albion Community Trust

Pirelli Stadium

Princess Way

Burton on Trent

Staffs DE13 0AR

For further information regarding the role please email : Sarah.evans@burtonalbionct.org

Closing date for applications: 10th July 2022

Interviews: 15th July 2022



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