

VACANCY APPLICATION PACK



Education and Employability 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: Education and Employability Coordinator	Salary: £20,000
Contracted Hours: Full time	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 an Education and Employability Coordinator to support the work of the Education and Employability Team with a focus on NCS. We are searching for an energetic, enthusiastic individual who is passionate about supporting young people in and out of school. The role will require some residential work and evenings and weekends dependent on programmes running.

Someone who can think outside the box and have keys skills to motivate and drive a team is needed.

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

Roles and Responsibilities

- Be key contact for NCS Trust and EFLT for the NCS programme.
- Lead the team to deliver a high quality NCS programme across the year.
- Ensure the scope of work manager/NCS manager is kept up to date on all aspects of the NCS programme.
- Lead the development of the NCS programme to include Skills Booster and Summer and autumn programmes. Support all aspects and ensure everyone is clear of their roles and responsibilities.
- Arrange, design and deliver assemblies as part of the recruitment process for NCS.
- Lead on all recruitment of young people for the NCS programme.
- Ensuring that all sessions are delivered in accordance with BACT's Health and Safety Policy and Safeguarding Policy, and risk assessments are completed as required.
- 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.



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- Manage an effective budget.
- 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.
- Create, maintain and develop new/existing key stakeholder/partner relationships.
- Deliver recreational opportunities for all communities within East Staffordshire.
- Establish and maintain effective internal and external communication systems to manage and promote specific activities within BACT
- Develop a medium term vision for projects and programmes.
- Work closely with other co-ordinators to plan, deliver and review all activities.
- Ensure all BACT policies and procedures including HR are implemented
- Promote recreational and participation pathway through BACT social media channels
- Support to ensure all coaching staff adhere to BACT Health & Safety / Safeguarding policies
- Ensure that all data is collected and stored correctly in line with programme funder requirements including participant consent, registers, and incident report forms.
- 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 utmost 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.
- Embedding safeguarding as a priority throughout the Trust.



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PERSON SPECIFICATION			Evidence to be provided Application/Interview/Certificates (A/I/C)
Education / Qualifications	Essential	Desirable	
Educated to GCSE level	X		AC
Tutor, mentoring or IAG qualification		X	AC
Youth work qualification		X	AC
Experience	Essential	Desirable	
Experience of working with young people aged 11 and upwards in school settings	X		AI
Experience of NCS and the programme content	X		AI
Experience of supporting people with a range of current issues	X		AI
Experience of dealing with safeguarding concerns and raising to appropriate levels	X		AI
Experience of managing budgets in line with programme guidelines		X	AI
Experience of managing a team of staff		X	AI
Knowledge and Understanding	Essential	Desirable	
Good Understanding of the NCS programme		X	AI
Knowledge of opportunities for young people in the local area		X	AI
Be computer literature	X		A
Disposition & Attributes	Essential	Desirable	
Willingness to attend training and CPD as required	X		AI
Ability to work at a face pace and be ready to think on your feet	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: 28th August 2022

Interviews: w/c 5th September 2022



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