

<b>Department:</b>	Education
<b>Job Title:</b>	Education Manager
<b>Salary:</b>	£24,000 to £27,000
<b>Contract type:</b>	Permanent
<b>Hours:</b>	37.5
<b>Responsible to:</b>	Head of Community
<b>Location:</b>	Rotherham United CST, The GoalZone AESSEAL New York Stadium
<b>Regular working hours:</b>	Office hours are Monday to Friday 9.00am – 5.30pm. It is expected with this post there will be regular weekends & unsocial hours as part of a regular working pattern.

**Purpose of the post:**

To be responsible for the management, development and delivery of all existing programmes, and continued development of new education projects through all Key Stages including schools alternative curriculum, post-16 provision (including Study Programmes, apprenticeships and Traineeships) and adult education and training, ensuring that all offers comply with all relevant regulations and the development of new initiatives. The post holder will be responsible for seeking out new opportunities to strategically link Education with the wider work of the trust.

This will involve ensuring that activities are correctly targeted, are in line with the Trust business plan, delivery is of high quality, all monitoring and evaluation and quality assurance requirements are met, whilst ensuring all education initiatives are delivered within budget. It is necessary to work with other department heads to ensure strategic objectives are achieved across the team and sit within the wider foundation and club needs.

To be committed to our Vision “Using our passion for sport and the influence of Rotherham United to ENGAGE, INSPIRE and DEVELOP the communities of Rotherham whilst giving people a chance and nurturing Potential”

**Key Duties and Responsibilities:**

- Strategically manage and develop existing education programmes
- To deliver the various educational products the Trust has developed
- To recruit young people on to the into the Education Academy by targeting under represented groups
- Ensure that the Trust is well-positioned to expand its education provision as new local and national policies and funding mechanisms are established
- Develop accredited programmes that benefit all students in academic and/or personal development
- Promote and develop the role of Course Leaders and Teaching Assistants
- To support the participation, retention and progression of young people recruited on the Modern Apprenticeship programme and support their pathway to further education or employment
- Work with all other department heads to ensure that where there is education delivery it is standardised and of a high standard
- Ensure that all requirements related to Quality Assurance, Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with the Trust’s policies and procedures, in order to safeguard the health and wellbeing of all young people, staff and volunteers involved in the programme
- To undertake any other relevant duties related to the further development, promotion and sustainability of the organisation as set by the Chief Executive
- To work with the chief Executive to set and monitor budgets closely to ensure the sound financial future of the Education Adacemy
- To continually explore ways of appropriately expanding our education offer
- To work closely with partnership organisations, including funding agencies, to maintain good relationships and collaborative working practices.
- To keep accurate records to enable full completion of all monitoring and evaluation requirements of funding agencies
- To encourage participants/students longer term participation in activities through identifying progression routes and linking with partner agencies
- Deal with enquiries and general day-to-day liaison with customers, Trust staff & Rotherham United staff
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails.
- Ensure all policies and procedures are adhered to

- Active participation on continuing professional development and the appraisal process
- Promote the brand identity and increase RUFC fan base through community delivery
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times
- To be aware and comply with the Health and Safety at Work Act.
- To carry out his/her responsibilities with due regard to Equal Opportunities.
- To cover as and when required at other departments within the whole Football Club.
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by Chief Executive.

## **Staff competencies:**

### **Putting our Participants first**

- Demonstrates a thorough understanding of the services across the Trust and how these relate to and are affected by the needs and objectives of RUCST
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met.
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively.
- View the resolution of clients' problems as an opportunity to retain and secure future business.
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

### **Getting things done**

- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed.
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time.
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else.
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency.
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

### **Flexibility**

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Puts forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

### **Communication skills**

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language

### **Managing Self /Relationships**

- Develops open and effective relationships with Chief Executive, Department Managers, Officers & other colleagues
- Be aware of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Shares information and keep all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keeps difficulties in perspective and maintains performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer.

#### **Important information**

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance.

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

RUFC and RUCST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.*

*RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.*

*We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate*

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Personal Skills/Characteristics		Essential	Desirable	Method of Assessment (List Code Below)	Shorlisting Criteria (Tick Below)
<b>1</b>	Experience At least 2 years experience in the setting up of education and training programmes and delivery of training to young people.	/		AF/I/R	/
	Experience of key/functional skills delivery	/		AF/I/R	/
	A background in working with young people in education, youth or sport environment	/		AF/I/R	/
	Experience of planning, delivering and evaluating education and sport development programmes for young people.	/		AF/I	/
	Experience of working with diverse communities in education, youth and sport setting.	/		AF/I	/
	Experience of report writing and monitoring of projects	/		AF/I	/
	Experience of publicity/promotion of activities and events	/		AF/I	/
	Experience of partnership working with number of agencies and stakeholders		/	AF/I	/

<b>2</b>	<b>Qualifications and training</b>				
	QTS/PGCE or other national recognized teaching qualification	/		AF/I/CQ	/
	Range of level one NGB sports coaching or leadership awards.	/		AF/CQ	/
<b>3</b>	<b>Special skills and knowledge</b>				
	Awareness of current education priorities and the role of football and sport in raising attainment, engagement and achievement.	/		AF/I	/
	A good understanding of barriers to education and work young people face	/		AF/I	/
	Knowledge of National Curriculum, employment initiatives	/		AF/I	/
	Able to supervise young people on training programmes and offer them one to one mentoring support and guidance	/		AF/I	/
	An understanding of and a commitment to equal opportunities issues both in the workplace and the community in general.	/		AF/I	/
	Ability to motivate and encourage young people in to learning	/		AF/I/	
	Ability to devise and implement monitoring and evaluations procedures.	/		AF/I	

4	Good knowledge and understanding of funding opportunities linking to education and sport.	/		AF/I	
	Good organizational skills	/		AF/I	
	Good ICT skills and the ability to use ICT in an educational settings		/	AF/I	/
	<b>Personal qualities</b>				
	Ability to initiate, develop and sustain effective relationships with young people	/		I/R	
	Good people management skills and team leadership with the ability to inspire and motivate others.	/		I/R	
	Very good communication and inter personal skills (written and oral)	/		AF/I	
	Ability to priorities tasks, manage time constraints , organize work load and meet deadlines	/		AF/I	
5	Personal circumstances				
	Ability and willingness to work outside normal hours, including evenings and weekends.	/		AF/I	
	Ability to travel independently	/		AF/I	
6	Physical Requirements				
	a) No serious health problem which is likely to impact upon the job performance; (that is, one that	/		AF/I/R	



	cannot be accommodated by reasonable adjustments)				
	b) Good sickness / attendance record in current / previous employment, college or school as appropriate, (not including any absences resulting from disability)	/		R	

Completed by:

Jamie Noble  
Head of community  
November 2017