

Rotherham United Community Sports Trust

JOB DESCRIPTION

Job Title	Employability & Skills Officer
Reports to	Education Manager
Department	Education
Salary	£13,333 – £20,000
Hours	20-30 hours over 4 days
Job Purpose	<p>Rotherham United are seeking to appoint an enthusiastic, charismatic and dedicated person to work within its expanding Community Sports Trust.</p> <p>In response to the emerging challenges that our community faces as a result of the Covid-19 pandemic, the Trust are looking to recruit an Employability & Skills Officer to coordinate and deliver a range of employability programmes including the 'Training Ground' programme in partnership with the English Football League Trust.</p> <p>This person will aim to engage with the local community to offer a relevant, accessible and engaging employability & skills programme supporting individuals into further training and employment, through developing their personal and social skills. The role requires a passion for delivering innovative courses, programmes and activities using football and the brand of Rotherham United Football Club to engage unemployed adults. The successful applicant will be required to network with local agencies in the public, private and voluntary sectors to deliver positive outcomes for project participants.</p>
Contract Details	<ul style="list-style-type: none"> • Flexible (20-30 hours) • Auto-enrolment into the Club's pension scheme (depending on eligibility) • 28 days annual leave including national bank holidays

Role Accountabilities & Key Duties	
1. Key Duties and Responsibilities	<ul style="list-style-type: none"> • To plan, deliver and evaluate the Employability Programmes to participants at community venues or at the New York Stadium. • Manage & grow the employability offer at Rotherham United Community Sports Trust including the EFL Trust Training Ground programme and other employability and skills programmes. • Develop and maintain positive relationships with local Job Centres and the DWP to recruit individuals onto the various employability programmes. • Work with individuals, communities, community organisations and partners in a planned way to promote the aims and objectives of the programmes. • Build a network of local referral partners across the local area to ensure the programme is accessible to those most in need.



	<ul style="list-style-type: none"> • Monitor and support the overall progress and development of participants alongside assisting them to improve their emotional capabilities, attitude towards work and understanding of viable career options. • To facilitate and encourage an inspiring experience, which provides participants with the opportunity to achieve their individual progress and potential. • Ensure registration and monitoring information is collected and maintain all appropriate records and report regularly via written reports • Ensure the appropriate supervision and safeguarding of participants, following Trust policies and procedures. • Ensure that courses and activities meet the needs of all participants including those with disabilities and those from Black, Asian and Minority Ethnic communities. • Where possible, encourage and support participants to engage in other programmes offered by Rotherham United Community Sports Trust. • Regularly identify and share good news stories and case studies to celebrate participant achievements. • Undertake any staff development (CPD) relevant to the needs of the post. • Attend meetings to exchange ideas and information and share good practice. • Use resources available within the department to make recruit participants onto the various employability programmes. • To perform other duties as reasonably assigned or under the authority of the senior management team.
<p>2. Person Specification</p>	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to think clearly, creatively and imaginatively • Positive attitude and strong focus on teamwork • Ability to communicate with people from all backgrounds • Ability to build and maintain positive relationships with people • Focused on achievement, targets and continuous improvement • Demonstrate a high degree of flexibility and confidentiality • Capable of presenting information, orally and written • Have skills to plan, organise and present information • Ability to work under pressure and to tight deadlines • Ability to work on own initiative • Competent IT skills
<p>3. Managing Partnerships and Contracts</p>	<ul style="list-style-type: none"> • Comply with the agreed quality assurance measures of the programme area and the education provider with the aim of maximising the achievement and progression of all participants. • Maintain positive relationship with Regional Manager from the English Football League Trust in relation to the Training Ground programme. • Maintain and monitor funding received from contracts and report to Line Manager.



General Duties & Accountabilities

- To support RUCST and Rotherham United FC in their aims, objectives, vision and mission statement
- To ensure compliance with all relevant club policies, including health and safety policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCST and Rotherham United FC
- To keep confidential any information gained regarding the charity, club and its personnel
- To maintain a flexible approach to work at all times
- To undertake other duties and responsibilities as required from time to time
- Promote equal opportunities in recruitment, delivery and overall assessment

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

Person Specification

Qualifications	Essential	Desirable
1 Appropriate degree qualification	✓	
2 Level 6 Diploma in Career Guidance and Development	✓	
3 Minibus driving licence		✓
4 Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
5 Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience		
6 Experience of working with either young people or adults in an education/learning environment.	✓	
7 Working with young people aged 16 – 24 years, from disadvantaged communities	✓	
8 Compiling and delivering education/employability workshops	✓	



9	Experience of forming partnerships and networking to achieve cross organisation objectives	✓	
10	Knowledge of the local labour market	✓	
11	Ability to educate and inspire young people and young adults to make positive choices to improve their lives	✓	
12	Working within a professional football club environment		✓
13	Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice	✓	
14	Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate participants.	✓	
15	Knowledge of how to give positive and targeted support to participants who require special educational needs		✓
16	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
17	Excellent overall level of numeracy and literacy	✓	
18	Experience of Premier League and Football League funded education projects		✓
19	An understanding and knowledge of Rotherham United Community Sports Trust and the surrounding areas.		✓
Attitude/Behaviours			
20	A “can do” attitude	✓	
21	Presents solutions rather than problems	✓	
22	Ability to establish good and productive working relationships, and work well in a team	✓	
23	Innovative and flexible approach to supporting individual students		
Personal Qualities			
24	A dynamic, hardworking and enthusiastic individual	✓	
25	Be able to enthuse learning within a wide range of ages and abilities	✓	
26	Excellent interpersonal and communication skills	✓	
27	Proactive attitude within the role	✓	
28	Excellent written and analytical skills	✓	
29	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
30	Highly organised and able to manage multiple tasks	✓	

31	Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
32	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
33	Flexibility and willingness to learn	✓	
34	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
35	Ability to work unsupervised	✓	
36	Ability to respect confidentiality and professionally on particular issues	✓	

