

Rotherham United Community Sports Trust

JOB DESCRIPTION

Job Title	Vocational Education Officer
Reports to	Education Manager
Department	Education
Salary	£21,000 – £23,000
Hours	This is a full time role of 37.5 hours per week requiring flexibility to work some evenings, weekends and match days as required
Job Purpose	<p>Rotherham United are seeking to appoint a highly motivated and passionate Vocational Education Officer 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 a Vocational Education Officer to coordinate and deliver a range of employability programmes in partnership with the English Football League Trust and the DWP. This role has been developed to help people within Rotherham access support and training to secure employment opportunities or reskill for alternative careers.</p> <p>This person will be passionate about supporting people in their journey into employment through further education. The programmes will provide an opportunity for unemployed people in Rotherham to access training and work experience to enable them to gain the skills and confidence to gain employment. The post holder will therefore have a broad range of experience in building relationships with individuals from a range of backgrounds, alongside an ability to build and maintain relationships with employers.</p>
Contract Details	<ul style="list-style-type: none"> • Full Time, Permanent • 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, which includes Functional Skills Maths and English. • Develop and maintain positive relationships with local Job Centres and the DWP to recruit individuals onto the various employability programmes. • To develop partnerships with local businesses to provide quality work placement opportunities for participants. • To manage and support work placements through work placement visits • To challenge and motivate trainees and promote self-esteem • 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.

	<ul style="list-style-type: none"> • 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.

Rotherham United and Rotherham United CST is an equal opportunities employer and a signatory to the new FA Football Leadership Diversity Code and all applicants for employment will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.

Rotherham United and Rotherham United CST takes safeguarding very seriously and is committed to ensuring that all children and adults at risk are safeguarded at all times when engaging in Club activities or services. The club has numerous safeguarding policies and best practice guidelines to support this and expects all employees to adopt such policies and practices at all times.

The club adheres to strict guidelines, policies and procedures when recruiting staff who work with children and/or adults at risk and is committed to ensuring staff receive appropriate safeguarding training suitable to their role/s. Successful applicants are expected to share the club's approach to safeguarding at all times.

Person Specification

Qualifications		Essential	Desirable
1	Teaching qualification (Minimum Level 4)	✓	
2	Valid First Aid Training Certificate	✓	
3	Five GCSEs at grade C or above	✓	
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	✓

