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**Job Description**

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| **Job title** | Inspires Delivery Officer | **Department** | Education and Employability |
| **Position and**  **reporting line** | Secondary Education Manager | **Salary** | Band 2 – (S.C.P. 5-8) £18,231 - £21,105 |
| **Type of Contract** | Full Time, 37 hours per week – flexible with TOIL for evening and weekend work | **Location** | Blackpool FC Community Trust |
| **Closing date** | Monday 23rd September 2019, 5pm | **Interview date** | Week commencing 30th September 2019 |
| **How to apply** | **Please email** [**Selina.hayes@bfcct.co.uk**](mailto:Selina.hayes@bfcct.co.uk) **for an application form.**  Once completed please return your application to Selina Hayes or post it to:   Blackpool FC Community Trust, F.A.O. Selina Hayes, Head of Education, Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ.  **This job will be subject to satisfactory references and enhanced DBS procedures.** | | |
| **Purpose of role** | Blackpool FC Community Trust is a vibrant and forward thinking organisation and is the official charity of Blackpool Football Club. Working with more than 20,000 different people in the town every year and committed to making a difference to local people’s lives, BFCCT focuses provision across Health & Wellbeing, Physical Activity & Sport and Education & Employability for all age groups and community settings.  We are seeking an individual to deliver our Premier League Inspires programme. The ideal candidate will be passionate about the supporting young people in reaching their potential. The ideal candidate will have:   * Experience of working with young people who need further support in education * Knowledge of the range of barriers to achieving in education * The ability to encourage and inspire people to achieve their potential. * Excellent interpersonal skills, with the ability to relate to people effectively and professionally in all circumstances. * Sensitivity to complex situations.   Reporting to the Secondary Education Manager the post holder will be appointed to deliver the Premier League Inspires Programme across Blackpool secondary schools. The Inspires programme will aim to support identified/targeted pupils in preparing for their exams through the delivery of a mental health and wellbeing curriculum. The post holder will therefore have a broad range of experience in working with secondary pupils from varied backgrounds and a very good understanding of current issues affecting them. | | |
| **Key Tasks** | * Develop and deliver a curriculum to pupils which will support pupil’s mental health understanding and in developing the coping strategies and tools to achieve in their exams * To deliver a scheme of work to educate pupils in mental health * To challenge and motivate pupils and promote self-esteem. * To work with the Secondary Education Manager to evaluate and where necessary continually develop the Inspires programme * To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the pupils you support. * To attend team meetings and those that are specifically in relation to school delivery. * To maintain accurate records which measure the impact of your intervention and provide help with any administration relevant to referrals to outside agencies * To provide regular written reports and case studies on the programme. * To liaise with school pastoral support   **Additional**   * To comply with the Community Trust approach to Education and Employability * To perform other duties as reasonably assigned or under the authority of the senior management team. * To work either first team home matches or evenings/weekends when required. * Develop and maintain effective working relationships across whole delivery team * Must undertake any necessary internal or external training in accordance with company procedure/policies. * Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way. * To at all times represent Blackpool FC Community Trust in a professional manner regarding dress, presentation, personal hygiene, conduct and professionalism. | | |
| **Essential Criteria** | **Qualifications**   * Full driving license and the use of a vehicle * Safeguarding * First Aid * Five GCSEs at grade C or above * Relevant training for working with young people (those hard to reach) * A degree or equivalent experience in a relevant area of work   **Knowledge**   * Knowledge of safeguarding and child protection * Knowledge of support methods to engage and develop pupils * Knowledge and understanding of issues affecting pupil’s aspirations and achievement in Blackpool * Knowledge of agencies that can provide further support for pupils * Knowledge of activities and interventions to support positive mental health   **Experience**   * Delivery of education/sport in a school setting * Monitoring and evaluation of programmes * Proven track record of successfully working with individuals who have various needs and are hard to engage * Ability to plan and develop creative and imaginative delivery programmes * Experience in managing challenging behaviour * Experience in the delivery of intervention programmes in secondary schools * Delivery of partnership work to achieve shared goals | | |
| **Desirable Criteria** | * Experience of working in the Charitable sector * Previous experience working at a Football Club Community Trust / Foundation * A teaching qualification (PTTLS, QTS, PGCE) * FA level 2 coaching qualification * Youth work qualification (level 3 minimum) * Mental Health awareness certificate or similar * Knowledge of the resilience framework | | |
| **Competencies** | * Works collaboratively with other and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust. * Persuasively communicates with others in an open, clear, concise and purposeful way to build effective relationships and gain support and ‘buy in’ for ideas. * Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust. * Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust. * Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust. * Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust. | | |
|  | Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.  As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation in order to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.  You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references.  Should you be successful in your job application, we will gather further information from you.  If you would like to know more about the data we collect and how we use the data please email selina.hayes@bfcct.co.uk. | | |
| **Employment benefits** | * Membership to Perkbox * 28 day’s annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment * Community Trust uniform * Use of work laptop * Fuel allowance for work related expenses. * Support with work related CPD opportunities. | | |