



<b>Position</b>	<b>Senior Recruitment Officer</b>
<b>Salary</b>	Band 4. S.C.P 9 - 14 (Currently £23,268 - £28,282).
<b>Location</b>	Seasiders Way, Blackpool. FY1 6JJ
<b>Type of Contract</b>	Full Time
<b>Closing Date</b>	No later than 5pm on Tuesday 31 <sup>st</sup> October
<b>Interview Date</b>	Week Commencing Monday 6 <sup>th</sup> November

Blackpool FC Community Trust has a very exciting opportunity for someone to join their senior team to manage the Trust's recruitment of participants across a number of projects, including BTEC Education and the National Citizen Service. The post holder will also manage the organisation and delivery of the NCS project and staff associated.

Blackpool FC Community Trust, based at Bloomfield Road Stadium, continue to be the main delivery partner of NCS in Blackpool.

The NCS programme offers 16 and 17 years olds from different backgrounds the opportunity to build skills for future work and life. The scheme aims to bring young people together to develop greater confidence, self awareness and responsibility. It encourages personal and social development by working on skills like leadership, teamwork and communication. The skills learned through voluntary social action are widely documented to have a positive impact on the employability skills of a young person.

The Trust has also delivered BTEC Education for the past 6 years, in partnership with the EFL Trust, with market leading results and opportunities for 16-19 year olds to engage in Sports education with pathways into Football and Sports Coaching.

The Trust delivers Level 1, 2 and 3 courses for young people to gain a quality education and experience.

Main responsibilities include building and maintaining effective relationships with local schools, teachers, colleges and other youth led organisations, whilst bringing new and innovative ideas of engaging with young people to spread the word of Community Trust provision across Blackpool.

**How to apply:**

To apply for this position please send a CV, attached with a cover letter explaining your relevant skills to the role FAO Ashley Hackett to [jobs@bfcct.co.uk](mailto:jobs@bfcct.co.uk) before 5pm Tuesday 31<sup>st</sup> October 2017.

Alternatively, you can post it to: Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ. F.A.O. Ashley Hackett, Chief Executive Officer, Blackpool FC Community Trust.

Please note that the job will be subject to satisfactory references and enhanced DBS procedures.

## Job Description

<b>Job title</b>	Senior Recruitment Officer	<b>Department</b>	Blackpool FC Community Trust
<b>Position and reporting line</b>	Head of Education	<b>Salary</b>	Band 4. S.C.P 9 - 14 (Currently £23,268 - £28,282).
<b>Closing date</b>	Tuesday 31 <sup>st</sup> October	<b>Interview date</b>	Week commencing 6 <sup>th</sup> November
<b>How to apply</b>	Please forward a covering letter and CV detailing how you meet the person specification, to Ashley Hackett at jobs@bfcct.co.uk		
<b>Purpose of role</b>	<p>Blackpool FC Community Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to organise and deliver our NCS project for young people aged 16-17 in Blackpool, whilst leading on the Trust's recruitment strategy for our BTEC education and NCS projects.</p> <p>The successful candidate must have project management experience, working in a youth or community setting, with a background in recruitment.</p> <p>The post holder will set up and deliver a range of recruitment provisions and activities, to be used as a way to engage a wide range of young people. These will include football coaching sessions, PE lessons in local secondary schools and building partnerships with local community groups to establish relationships with potential local recruits.</p>		
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To deliver the Community Trust's new recruitment strategy, focused on getting as many participants as possible to benefit from the Trust's BTEC education and NCS projects</li> <li>• Work closely with local secondary schools and their staff to engage pupils in a range of activities to enthuse them about Blackpool FC Community Trust provisions</li> <li>• Work closely with local sports clubs to provide the Trust's new "Club Offer", which focuses on benefits to individual clubs in return for their engagement with the Community Trust</li> <li>• Develop a range of football and sports coaching satellite opportunities to engage young people in activity and potential opportunities</li> <li>• To plan, implement and co-ordinate the NCS project whilst also leading on the residential and social action elements of the project</li> <li>• To provide reports as appropriate whilst working to tight deadlines</li> <li>• To market the NCS and BTEC opportunities through schools, colleges and other partners; use of existing forums and mechanisms – i.e. match day programmes, websites and on-going youth activities; and identification of innovative ways to attract young people</li> </ul>		

	<ul style="list-style-type: none"> <li>• To sell the scheme to partners and recruit young people on to the local programme using a variety of mechanisms including presentations, social activities and innovative ways to engage the target group</li> <li>• To recruit and manage appropriate staff and volunteers to deliver the programme, including a group of youth volunteers to act as Ambassadors for the NCS programme</li> <li>• To book all necessary venues, activities and arrange other resource needs – for example residential, transportation and equipment/kit for the NCS programme</li> <li>• Engage with local volunteer centres, community groups and charities for social action project opportunities</li> <li>• To work alongside Blackpool FC to promote health, education and inclusion in a positive way to the wider community. To liaise with Blackpool FC in order to utilise club resources such as player appearances and marketing</li> <li>• To undertake outreach in the community to engage hard to reach young people</li> <li>• To create signposting links to other education and volunteering provisions for young people</li> <li>• To attend related networks, meetings and NCS events, supporting partnership and sharing good practice</li> <li>• To liaise with a range of key stakeholders such as schools and parents to ensure effective engagement and participation in NCS and BTEC education</li> <li>• Keep accurate up to date filing systems, data and records relating to projects</li> <li>• To undertake project evaluation and monitoring as required</li> <li>• To support the marketing and promotion of NCS and BTEC education related activities</li> <li>• To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour</li> </ul>
<p><b>Essential Skills</b></p>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to think clearly, creatively, and imaginatively</li> <li>• Positive attitude and strong focus on teamwork</li> <li>• Ability to effectively communicate with partners and people from all backgrounds</li> <li>• Ability to support young people and maintain positive relationships with them</li> <li>• Focused on achievement, targets, and continuous improvement</li> <li>• A high degree of flexibility and confidentiality is needed</li> <li>• Capable of presenting information orally and in writing</li> <li>• Have skill to plan and organise information</li> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Ability to work on own initiative</li> <li>• Competent IT skills</li> </ul>

### Qualifications

- Full driving license and the use of a vehicle
- Safeguarding
- First Aid
- Five GCSEs at grade C or above
- Relevant Degree Level Qualification or equivalent experience.
- FA Level 2 in coaching Football, plus additional Level 1/2 coaching qualifications

### Knowledge

- Detailed knowledge of current and future funding streams and requirements
- Knowledge of education networks and sports development organisations and pathways from engagement to participation
- Clear understanding of the National, Regional and Local Football Community Club Trust/Foundation framework and Blackpool FC Community Trust operations

### Experience

- Designing and developing schemes of work to a high standard
- Organising groups based on development plans
- Monitoring and evaluation of programmes
- Working with young people and young adults
- Conducting staff training and development
- Achieving set targets and outputs
- Project management
- Range of experiences coaching Football and other sports in a number of environments
- Delivering marketing campaigns to recruit participants onto community and education based projects

### Other Comments – the job holder:

- Must keep up to date with new methods, strategies and programmes around education, employability and social inclusion and 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
- The post holder will be required to work evening and weekends as the requirements of the job demands
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post

	<ul style="list-style-type: none"> <li>• Knowledge of how to market activities to young people would be advantageous</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Experience of working in the Charitable sector</li> <li>• Previous experience working at a Football Club Community Trust / Foundation</li> <li>• Experience of working in an educational establishment</li> </ul>
	<p>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. If this role involves the supervision of and work with children and young people or vulnerable adults, 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.</p> <p>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.</p>