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**Employability Officer** **(Work Placement and Pastoral Lead)**

**Job Description**

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| **Job details** | | | | | | | |
| **Job title:** | | Employability Officer | **Salary:** | | | £18,231-21,105 | |
| **Type of contract** | | Full Time 37 hours per week (exclusive of breaks)  Initial, 12-month Fixed Term contract, with extension dependent on further funding secured | | | | | |
| **Location** | | Blackpool FC Community Trust | | **Closing Date** | | | Monday 22nd March, 5pm |
| **Responsible to:** | | Employability Manager | **Team:** | | Education and Employability | | |
| **How to apply:** | | **Please download an application form from** [**www.bfcct.co.uk**](http://www.bfcct.co.uk) **or email** [**Selina.hayes@bfcct.co.uk**](mailto:Selina.hayes@bfcct.co.uk) **for an application form.**  Once completed please send your application toselina.hayes@bfcct.co.uk or post it to:   Blackpool FC Community Trust, F.A.O. Selina Hayes, Head of Education and Employability, Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ.  **This job will be subject to satisfactory references and enhanced DBS procedures.** | | | | | |
| **Job Purpose:** | | Blackpool FC Community Trust is the charitable arm of Blackpool FC, with a focus on engaging, developing, inspiring, and supporting the people of Blackpool to live better lives.  We are seeking an individual who is passionate about the supporting people in their journey into employment.  Reporting to the Employability Manager the post holder will be appointed to deliver the new Pre-traineeship programme across Blackpool, which is an new addition to the Traineeship offer BFCCT offers.  The programme will provide an opportunity for individuals in Blackpool who are the furthest away from the education and employment market, to access training and work experience to enable them to gain the skills and confidence to progress along their chosen career pathway. Participation in the programme will ensure participants are better equipped and more confident to progress into new opportunities.  The post holder will therefore have a broad range of experience in in education delivery, building relationships with individuals from a range of backgrounds, alongside an ability to build and maintain relationships with employers.  This post is one of two roles we hope to join the team, with this post focusing on the pastoral care and wellbeing of participants and their work experience placements. | | | | | |
| **Main role and responsibilities** | | | | | | | |
|  | Support the delivery of education and enrichment activities for 18-24 year old’s, including Level 1 /  Level 2 Functional Skills qualifications in Math and English and support learners to achieve their qualifications | | | | | | |
|  | To lead on the delivery of pastoral support for all learners on the programme ensuring all learners are given the best opportunity to progress | | | | | | |
|  | Oversee the effective delivery of all components of the programme curriculum, driving a high standard of delivery quality throughout | | | | | | |
|  | Promote the programme to eligible participants and support them through the application and induction process ensuring that all allocated places are filled | | | | | | |
|  | Deliver a 1-2-1 mentoring programme for all participants throughout the programme and continue the mentoring relationship after the initial programme is completed | | | | | | |
|  | Work closely with the EFL Trust Performance Management Partner to ensure that all project milestones are reached and evidenced | | | | | | |
|  | Ensure and support the safeguarding of all participants and staff in line with policies. | | | | | | |
|  | Identify any additional needs required by each participant and ensure that support is available to ensure the participants can continue their learning | | | | | | |
|  | Identify and develop work placement opportunities for all participants | | | | | | |
|  | To maintain accurate records which measure the impact of your intervention and provide help with any administration relevant to referrals to outside agencies. Ensuring all required data is collated to assist with the monitoring and evaluation of the project | | | | | | |
|  | To provide regular written reports and case studies | | | | | | |
|  | To liaise with Key Workers as necessary | | | | | | |
|  | Support EFL Trust as required to continuously improve the programme and capacity build to secure continued funding | | | | | | |

**Person Specification**

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|  | **Knowledge** | **Essential** | **Desirable** |
|  | Sound knowledge of safeguarding practice and policy | ✓ |  |
|  | Knowledge relating to CVs, covering letters, application forms and interview techniques | ✓ |  |
|  | Relevant teaching qualification at Level 3 or above (Level 3 in Teaching and Education or above) | ✓ |  |
|  | Youth work Qualification |  | ✓ |
|  | **Skills & Experience** | **Essential** | **Desirable** |
|  | Experience in providing high quality pastoral support | ✓ |  |
|  | Experience delivering employability/preparation for work qualifications | ✓ |  |
|  | Experience in developing partnerships with local businesses | ✓ |  |
|  | Experience in delivering Functional Skills Maths and/or English |  | ✓ |
|  | Proven ability to plan and deliver high quality and engaging classroom activities | ✓ |  |
|  | Able to adapt curriculum content to deliver virtually if required |  | ✓ |
|  | Experience of providing support to NEETs | ✓ |  |
|  | Experience of moving unemployed people into employment | ✓ |  |
|  | Experience of providing initial advice and career guidance and feedback | ✓ |  |
|  | Proven track record of successfully working with individuals who have various needs and who are hard to engage | ✓ |  |
|  | The ability to create an appropriate learning environment where participants feel welcomed, supported and a sense of belonging | ✓ |  |
|  | Experience of working with challenging young adults in an educational setting | ✓ |  |
|  | Ability to deliver a bespoke 1-2-1 mentoring programme for all participants |  | ✓ |
|  | Previous experience of working in the charity sector or Football Club Community Trust |  | ✓ |
|  | Local knowledge of support providers in Blackpool |  | ✓ |
|  | **Other** | **Essential** | **Desirable** |
|  | A commitment to supporting participants, and the principles of equality, diversity and inclusion | ✓ |  |
|  | An enthusiastic and committed individual who will ‘go the extra mile’ to deliver results | ✓ |  |
|  | Excellent organisation and time management skills | ✓ |  |
|  | Excellent communication and motivational skills | ✓ |  |
|  | An ability to inspire others | ✓ |  |
|  | A Drivers Licence and access to own vehicle. | ✓ |  |
|  | **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. | | |
|  | 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. | | |

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| **Important information about your application** |
| 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 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. |