



NORTHAMPTON TOWN F.C.

COMMUNITY

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| Job Role: Employability Officer | Hours: 37.5 hours per week | Salary: £20,000 - £23,000 + performance related incentives |
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Job Purpose:

1. To coordinate and deliver the NTFC 16-18 and 19-24 traineeship programmes
2. To coordinate and deliver a range of employability workshops across the community
3. To recruit and retain participants on programmes
4. To set up, manage and quality assure a range of internal and external work experience placements for participants engaged through programmes
5. To assess and report on impact being made through the programmes to funders, partners and NTFC Community Trust

Duties and responsibilities:

- Provide quality learning and work placement opportunities for NEET young people aged 16 to 24-years-old. To meet pre-set objectives and learning outcomes, which is stipulated in the funding requirements.
- To build a network of local referral partners across the county to ensure the programme is accessible to those most in need.
- To develop and maintain positive relationships with local job centres and the DWP to recruit individuals onto programmes
- To attend recruitment and promotional events.
- To develop and manage partnerships with local businesses to provide quality work placement opportunities for trainees
- Using your own knowledge and experience, contact local businesses to recruit them to work with NTFC Community Trust
- Work within existing procedures to help embed work experience across NTFC
- Be an established point of contact for employers when learners are completing work experience
- To challenge and motivate trainees and promote self-esteem

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| <ul style="list-style-type: none"> • Cultivating a positive, supportive learning environment to help maximise retention levels of participants throughout the programmes. |
| <ul style="list-style-type: none"> • To facilitate and encourage participants to continue onto further study programmes or to gain part-time or full-time employment. |
| <ul style="list-style-type: none"> • Delivery of the traineeship and employability programmes, this will include delivering employability workshops and ASDAN qualifications to participants aged 16-24 |
| <ul style="list-style-type: none"> • To report into the CEO and provide regular written reports and case studies on the programme. |
| <ul style="list-style-type: none"> • To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the trainees you support |
| <ul style="list-style-type: none"> • To maintain accurate records which measure the impact of your intervention and provide help with any administration relevant to referrals to outside agencies |
| <ul style="list-style-type: none"> • To liaise with key workers as necessary |
| <ul style="list-style-type: none"> • To be pro-active in identifying new education opportunities to grow the department |
| <ul style="list-style-type: none"> • To perform other duties as reasonably assigned or under the authority of the senior management team |
| <ul style="list-style-type: none"> • To proactively promote NTFC Community Trust and NTFC within the community |

Person Specification Description

| Qualifications | Essential | Nice to Have |
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| PTLLS or equivalent Level 3 qualification in relevant area | ✓ | |
| CET or DET | | ✓ |
| PGCE | | ✓ |
| Safeguarding | ✓ | |
| Basic First Aid | ✓ | |
| Full driving license and the use of a vehicle | ✓ | |
| GCSE English and Maths at Grade C or above | ✓ | |
| Social or youth work qualification | | ✓ |
| Knowledge and Experience | Essential | Nice to Have |
| A minimum of 1 years' experience delivering on or coordinating education, traineeship or employability programmes | ✓ | |
| Proven track record of successfully recruiting participants onto programmes | ✓ | |
| Proven track record of developing partnerships with local employers and educational establishments | ✓ | |
| Experience of successfully working with challenging and vulnerable young people | ✓ | |
| Experience working with participants with autism or learning disabilities | | ✓ |
| Innovative and flexible approach to supporting participants | ✓ | |
| Knowledge and understanding of issues affecting individuals in accessing/gaining employment | ✓ | |
| Knowledge of strategies to engage NEET learners. | ✓ | |
| Knowledge of agencies that can provide further support | ✓ | |
| A clear understanding and knowledge of safeguarding and child protection | ✓ | |
| Experience of managing programmes | | ✓ |
| Monitoring and evaluation of programmes | | ✓ |
| Designing and developing schemes of work to a high standard | | ✓ |
| Experience in delivering functional skills | | ✓ |
| Local knowledge of education and/or employers in Northamptonshire | | ✓ |

| Equality and Diversity | Essential | Nice to Have |
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| Ability to work in a non-discriminatory and inclusive manner in accordance with the Northampton Town FC Community Trust equality and diversity policy | ✓ | |
| Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. | ✓ | |
| Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage. | ✓ | |
| Skills and Competencies | Essential | Nice to Have |
| Ability to build relationships and strong rapports | ✓ | |
| Strong team and work ethic – working collaboratively with others and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust | ✓ | |
| Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust. | ✓ | |
| Excellent organiasational skills to control multiple projects | ✓ | |
| 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 | ✓ | |
| Excellent time management skills | ✓ | |
| Persuasively communicates with others in an open, clear, concise and purposeful way to build effective relationships and gain support and 'buy in' for ideas | ✓ | |
| Competent with the use of IT and IT based systems. | ✓ | |
| 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. | ✓ | |