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**Job Description**

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| **Job title** | **High School Hub Officer** | **Department** | Education and Employability |
| **Position and****reporting line** | Further and Higher Education Manager | **Salary** | Band 2 – (S.C.P. 5-8) £18,231-£21,105 |
| **Type of Contract** | Initial 12 month contract with potential for further extension (subject funding confirmation) , 37 hours per week – flexible with TOIL for evening and weekend work | **Location** | Blackpool FC Community Trust  |
| **Closing date** | 2nd November 2020 | **Interview date** | 11th November 2020 |
| **How to apply** | **Please complete and return the attached application form to Secondary Education Manager Simon Smith at:****Email: simon.smith@bfcct.co.uk** or post it to: Blackpool FC Community Trust, F.A.O. Simon Smith, Secondary Education Manager, 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 the charitable arm of Blackpool FC, delivered as a separate organisation, in partnership, with a focus on engaging, developing, inspiring and supporting the people of Blackpool to live better lives.We are seeking an individual to work as part of our High School Hubs 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.
* Experience of mentoring/supporting individuals

Reporting to the Secondary Education Manager the post holder will be appointed to support and mentor identified pupils within Blackpool Secondary Schools through a range of provision including Premier League Inspires, transition support, one to one mentoring, and the relaunch of our Enterprise project enabling them to achieve the best they can academically, socially and emotionally. The post holder will therefore have a broad range of experience in working with young people and a very good understanding of current issues affecting them. |
| **Key Tasks** | * To develop strong partnerships with schools, BFCCT community programmes and other external agencies who can support the programme delivery
* To deliver core BFCCT programmes including PL Inspires and Enterprise programmes covering topics in mental health and resilience as well as business and entrepreneurial skills
* To work with the school pastoral team and teachers to identify pupils in need of extra support
* To develop plans of support and workshops that, for most pupils, will develop resilience, life skills and the ability to work towards their educational targets and life goals
* To challenge and motivate pupils and promote and reinforce self esteem
* To assist with the transition of pupils from primary school to secondary school
* To develop personal development plans for young people being mentored
* To liaise with the schools keeping them well informed about their pupils which you mentor/support
* To ensure your Line Manager is informed immediately of any concerns in relation to the student's you mentor/support To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the student's you mentor/support
* To attend team meetings and those that are specifically in relation to the pupils that you mentor/support
* To maintain accurate records on named pupils which measure the impact of your intervention and provide help with any administration relevant to referrals to outside agencies
* To provide regular written reports/case studies of the work you undertake within schools
* To liaise with parents/carers/key workers as necessary
* To work with the Secondary Education Manager to evaluate and where necessary continually develop the High School Hub Officer programme
* To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the pupils you support
* To monitor and evaluate the work undertaken in your allocated schools

**Additional** * To comply with the Community Trust approach to Education and Employability
* Must keep up to date any new strategies and/or programmes of support and mentoring
* To perform other duties as reasonably assigned under the authority of

the senior management teams* 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
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| **Essential Criteria** | **Qualifications** * Full driving license and the use of a vehicle
* Safeguarding
* First Aid
* Five GCSEs at grade C or above
* Relevant qualification for working with children and young people (e.g. youth work, relevant degree)

**Knowledge** * Knowledge of safeguarding and child protection
* Knowledge of support methods to engage and develop pupils
* Knowledge and understanding of issues affecting the lives of young people and their education
* Knowledge of mental health and wellbeing in young people
* Knowledge of agencies that can provide further support for young people
* Experience Designing and developing schemes of work to a high standard
* Monitoring and evaluation of programmes/initiatives
* Proven track record of successfully working with young people with various needs and who are hard to engage
* Ability to plan and develop creative and imaginative support and learning strategies

**Experience*** Delivery of curriculum enhancing provision in a high 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 through group or one to one support
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| **Desirable Criteria** | **Experience*** Experience of working in the Charitable sector
* Previous experience working at a Football Club Community Trust/Foundation
* Experience of working in an educational establishment

**Knowledge*** Knowledge of issues affecting young people in Blackpool

**Qualifications** * Degree in a relevant subject and/or education
* NGB level 2 coaching qualification
* Youth work qualification
* Teaching/teaching assistant qualification
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| **Competencies** | * Works 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.
* 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.
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|  | 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)
* Community Trust uniform
* Use of work laptop
* Fuel allowance for work related expenses.
* Support with work related CPD opportunities.
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