

September 2026

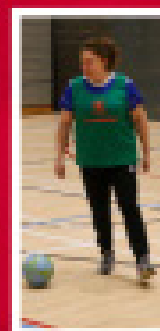
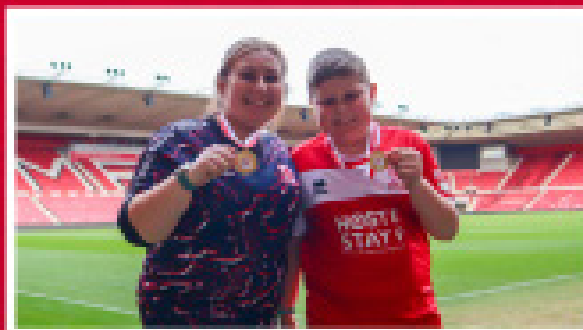
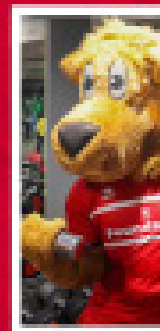
EDUCATION COORDINATOR



RECRUITMENT PACK



Foundation



WELCOME



On behalf of Middlesbrough Football Club Foundation, thank you for your interest in becoming our **Education Coordinator**.

It is a fantastic time to join the team as we look to build on the incredible work the Foundation has done in supporting the communities we serve across the Tees Valley over nearly three decades.

We are proud to work together with Middlesbrough Football Club, ensuring we are at the heart of the community, supporting individual growth and generating new talent, delivering life-changing moments through the power of football and providing unique opportunities across a wide range of communities.

We continue to be a consistent presence across the Tees Valley, having previously delivered over £20 million social return on investment, engaging with over 38,000 participants, and delivering over 25,000 sessions from 2019-2024.

Our aim for the future is to continue this reliability and stability through our Together 2024-28 strategy to build on the impact that the Foundation has delivered over the years as we continue to Inspire Confidence, Inspire Hope.

We want to make an impact in and with our local communities, to create opportunities and make a difference through high-quality delivery and long-term commitment to our participants.

We are happy to answer any questions that you may have about the role, and we look forward to receiving an application from you.

Charlotte Dinsdale
Chief Executive Officer
Middlesbrough Football Club Foundation



MISSION, VISION & VALUES



Our Vision

Inspire Confidence, Inspire Hope.

Our Mission

By using our years of experience, together with Middlesbrough FC, we raise aspirations, help realise potential and improve the life chances of people across the Tees Valley.

Our Values

Quality	Inspire	Teamwork	Inclusion	Honesty & Integrity
Driving excellence across everything we do.	Engage and motivate through positive role models.	Working together to achieve our goals.	Providing opportunities for all.	Do the right thing.

WHO WE ARE



Introduction

Established in 1996, we are the charity arm of Middlesbrough Football Club. Through programmes delivered under the banners of Education and Employability, Health and Wellbeing and Social Inclusion, we aim to inspire confidence and inspire hope and have a positive influence throughout the communities of Teesside.

We're there for everyone. We're there for young people who need a chance, guidance and someone they can trust. We're there for adults looking for work or help with education and for those of all ages who may need help with their mental health. We're there for those in later life, looking to re-establish themselves socially and boost their support network. From football provision, to those living with dementia, our aim is to make a real, lasting, positive difference.

Our Film





HEALTH CASH PLAN + EMPLOYEE ASSISTANCE PROGRAMME



HEALTH SHIELD



APPLICATION PROCESS



Please find below details of the application process.

To apply for the role please follow this link: [Education Coordinator](#)

For further information, please contact recruitment@mfcfoundation.co.uk

Closing Date: Monday 12 October 2026.

Interview: Friday 23 October 2026.

Shortlisted candidates will be invited for an interview. Due to expected high application volumes, we regret that we cannot provide feedback to those who are not shortlisted.

For an informal discussion about the role, please contact: Daniel Thompson (Thriving Communities Manager) 07523 697285, daniel.thompson@mfcfoundation.co.uk.

Assessment

Applications are assessed against the 'essential' and 'desirable' criteria for the role, as set out on the person specification. Please ensure, therefore, that your application fully reflects how you meet these criteria. Middlesbrough Football Club Foundation welcomes applications from all sections of the community. We welcome applications from disabled candidates. We are also seeking to diversify our workforce, particularly by gender and ethnicity.

JOB DESCRIPTION



Education Coordinator

Working Pattern:	Full-Time 37.5 hours a week including evening and occasional weekend work
Contract Type:	Permanent
Salary:	£28,382
Reports to:	Thriving Communities Manager
Location:	Southlands Community & Sports Hub

Job Outline:

Working as part of the Education Team, the Education Coordinator will play a key role in the successful delivery and oversight of Middlesbrough Football Club Foundation's Premier League Inspires Programme, funded by the Premier League Foundation, alongside our in-house degree programme delivered in partnership with the University of South Wales (USW).

The role will focus on ensuring high-quality programme coordination and delivery, achieving agreed KPIs and meeting the strategic objectives of our funders and partners. The Coordinator will support, mentor and develop staff through engaging and purposeful one-to-one support, helping to drive consistency, quality and positive outcomes for learners.

We are looking for an organised, passionate and motivated individual who is committed to education and making a meaningful difference to young people.

At the Foundation we are committed to living and embedding our core values (quality, inspire, teamwork, inclusion and honesty and integrity), in how we deliver our activity and interact with our partners and colleagues.

JOB DESCRIPTION



To coordinate and oversee the effective delivery of education programmes, ensuring high-quality outcomes for young people, strong team performance and full compliance with funder and Foundation requirements.

Role Specific Responsibilities Include:

- Coordinate the day-to-day delivery of education programmes across partner schools, ensuring activity is well planned, organised and delivered to a high standard
- Support, guide and mentor education staff, helping them deliver consistently high-quality sessions and achieve programme outcomes
- Monitor programme performance against agreed KPIs, targets and funding requirements, taking action where improvements are needed
- Ensure programme delivery meets the requirements of funders, partner schools and Middlesbrough Football Club Foundation
- Maintain accurate programme records, data and evidence to support monitoring, evaluation, reporting and funding requirements
- Coordinate curriculum planning and delivery, ensuring programmes are engaging, relevant and aligned with agreed outcomes
- Build strong working relationships with schools, funders, partners and key stakeholders to support successful programme delivery
- Provide guidance and support to staff around planning, delivery, safeguarding, quality assurance and professional practice
- Monitor the quality and impact of delivery, identifying areas for improvement and sharing good practice across the team
- Support staff to provide effective mentoring and interventions that improve young people's engagement, attendance, wellbeing and educational outcomes
- Ensure safeguarding, risk assessments and Foundation and partner policies are consistently followed

JOB DESCRIPTION



- Contribute to programme reviews, reporting and development, helping to identify opportunities for growth and improvement
- Support wider Foundation programmes, projects and events as required

PERSON SPECIFICATION



	Essential	Desirable
Experience	- Experience in coordinating and managing programmes in an Educational or similar setting - Experience and/or understanding of basic youth work practices, including youth work and one-to-one mentoring as well as group activities - Experience of working with children and young people in educational/ youth work setting - A passion for improving and opportunity of young people from high-need areas and/or under-represented groups - Ability to communicate with young people, schools and partner agencies - Experience in collecting data	- Experience supporting young people who are not in education, employment or training - Experience of supporting and developing links with parents/carers/families and other agencies - Experience delivering accredited qualifications - Experience in secondary school or community settings

PERSON SPECIFICATION



	Essential	Desirable
Qualifications	- Level 3/4 HLTA or equivalent teaching qualification - A good standard of general education including high level literacy and numeracy skills - Level 2 Youth Work or Level 2 Effective Mentoring Qualification or willingness to work towards - Emergency First Aid Certificate or willing to work towards - FA Safeguarding Children Course or willingness to work towards	- Qualified Teacher Status - Adult Mental Health First Aid Certificate or willing to work towards - Level 1 or above Sports Coaching Qualification from a recognised National Governing Body (e.g. FA Introduction to Football/UEFA C Licence) or willingness to work towards - Trauma-Informed Practice/ Creating Safe Spaces Training or willingness to work towards
Specific Skills and Knowledge	- Strong working knowledge of safeguarding - An ability to work independently being a self-starter and proactive, working and thinking creatively and taking initiative towards inspirational, motivating delivery	- Knowledge of the issues facing young people from high-need communities - Understanding how health, social, economic and environmental factors can impact young people and their communities

PERSON SPECIFICATION



	Essential	Desirable
Specific Skills and Knowledge	• Ability to listen, empathise and give individualised support/advice • Strong commitment to quality service delivery • Excellent verbal and written communication skills • Flexible and adaptable delivery approach • A willingness to work as part of a Team and contribute to wider Middlesbrough Football Club Foundation operations • Desire to be a positive role model qualities in the eyes of young people	• Knowledge and awareness of transition periods in young people's lives • IT skills, to include knowledge of using a variety of software packages including word processing, spread sheets and databases
Additional Requirements	• A flexible approach to working hours to include evening and weekend work and ability to work/visit a variety of locations other than immediate workplace on a regular basis • Be eligible to work in the UK	• A valid driving licence, with access to own transport including business insurance and willingness to travel within the Tees Valley

PERSON SPECIFICATION



	Essential	Desirable
Additional Requirements	· A satisfactory enhanced DBS check will need to be completed	

ADDITIONAL INFORMATION



Equality, Diversity and Inclusion

Middlesbrough Football Club Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Alongside Middlesbrough Football Club, we are committed to equality, diversity and inclusion as highlighted by our RiversideBySide initiative. The Foundation is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader.

Safeguarding

Middlesbrough Football Club Foundation and Middlesbrough Football Club are fully committed to the safeguarding and welfare of children, young people, young players, and adults at risk.

Promoting safeguarding and welfare of participants and staff is everyone's responsibility and staff and volunteers are expected to share this commitment. This post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975. The successful applicant will not be able to start working for the Foundation until the DBS check has been completed.

The Foundation will also seek the successful candidate's consent for obtaining two written references and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

Once in post, all new staff will receive a comprehensive safeguarding induction from our Designated Safeguarding Officer, as well as ongoing safeguarding training.





**THANK YOU FOR YOUR
INTEREST IN MIDDLESBROUGH
FOOTBALL CLUB FOUNDATION**



Foundation