

## Secondary Education Officer

<b>Contract type:</b>	37.5 hours, one-year fixed term.
<b>Salary:</b>	£24,570
<b>Responsible for:</b>	Education Activator x 2-3
<b>Reports to:</b>	Secondary Education Coordinator
<b>Location:</b>	Herlingshaw Centre, South Bank Willie Maddren Centre, Riverside Stadium, Middlesbrough
<b>Working arrangements:</b>	09:00-17:30 Monday to Friday, usually Evening and weekend work required to support programme delivery, Middlesbrough FC men and women's match days.
<b>Benefits:</b>	25-days holiday per annum plus bank holidays Health Cash Plan and Employee Assistance Programme through Health Shield Flexible working arrangements 20% discount at Middlesbrough FC Retail Shop Cycle to Work Scheme Equipment such as laptop, mobile phone, and branded kit Free on-site parking at Foundation sites Learning and Development support Employee of the Month and Core Values Awards Two annual Team Weeks including community volunteering days. Priority access to Middlesbrough FC Men's and Riverside Stadium concert tickets

### Overview

The Secondary Education Officer role will be an active member of the Secondary Education team within the Education and Employability Team, delivering on the Foundation's secondary education programmes of Premier League Inspires, local authority Virtual Schools offer and British Land Raise Your Game. In this Officer role, you will also have responsibility for managing Activators delivering on the team programmes as well as wider Foundation activity.

At the Foundation we are committed to living and embedding our core values in how we deliver our activity and interact with our partners and colleagues. This is an exciting time to

be part of our secondary education offer as we aim to grow and develop our secondary offer across more education partners in Tees Valley, providing the role with a unique opportunity to contribute to shaping, developing and delivering programmes. The role will support on the **quality** delivery of all programmes including contributing to the planning and preparation of **inclusive** provision, monitoring and evaluation with **honesty and integrity, inspiring** communication and impact and being part of a developing **team** including line management responsibility.

A key strategic objective is our commitment to the future, and as a Foundation we are committed to safeguarding, welfare, and inclusion. Promoting safeguarding and welfare of participants and employees is everyone's responsibility and employees and volunteers are expected to share this commitment. Alongside the Club, we are committed to an equality, diversity, and inclusion (EDI) 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. We are working to diversify our workforce, particularly by gender and ethnicity.

### The role

- Plan, deliver and review the delivery of the PL Inspires, Redcar and Cleveland Borough Council Virtual Schools offer, and Raise Your Game programmes and other occasional education and employability offers.
- Plan, prepare and deliver a wide range of activities to meet education partner's needs, including mentoring, one-to-one curriculum support, personal, social, health and economic (PSHE), learning interventions including numeracy, literacy and equality diversity inclusion (EDI) and educational group workshops.
- Oversee the management and performance of an Activators including managing and delivering objectives and key performance indicators (KPIs) in conjunction with the Secondary Education Coordinator. And where necessary and required, escalate any performance improvement requirements in conjunction with the Manager.
- Working with the Secondary Education Coordinator and Data and Impact Coordinator, undertake programme monitoring and evaluation including collecting registers and outcome measurements, data upload, awareness and tracking of key performance indicators and supporting with funder reports.
- Working with the Secondary Education Coordinator and Communications Team to communicate the impact of the programmes.
- Deliver on Team programmes as well as supporting wider Foundation programmes, within other strategic themes such as Health and Wellbeing, Social Inclusion and Fundraising Events.
- Promote the vision, mission and core values of the Foundation.
- Demonstrate a strong commitment to inclusive practices, adapting resources and delivery to ensure equal opportunities for all.

- Consult with the Designated Safeguarding Officer to understand and support the complex safeguarding and risk requirements of delivery.
- Consult with the Health and Safety Officer to understand and support the health and safety needs and risk assessments of delivery.
- Be committed to applying and promoting data protection across the charity.
- Work with other programmes and teams to contribute to a coordinated approach including learning and development, quality assurance, events and participant pathways.

## **Person Requirements**

### **Essential**

- Level 1 sports coaching qualification from a recognised NGB or equivalent experience
- Level 1 youth work qualification or equivalent experience
- Experience in project/programme delivery across a range of activities and settings
- Experience in collecting data, excellent verbal skills and an ability to adapt communication methods to best engage within a variety of settings
- Experience and interest in working within the community to improve education and employment opportunities
- An understanding and passion for improving the ability and opportunity of people from high-need areas and/or under-represented groups.
- A knowledge and understanding of safeguarding including principles, procedures and thresholds. A satisfactory enhanced DBS check will need to be completed
- A flexible approach to working hours to include evening and weekend work
- An ability to work independently, think creatively and take initiative towards delivery
- A willingness to work as part of a Team and contribute to both the Theme delivery and wider Foundation operations
- Commitment to working evenings and weekends for the programme delivery and match days on occasion, with willingness to travel within the Tees Valley
- A valid driving licence, with access to own transport including business insurance and be eligible to work in the UK

### **Desirable**

- Experience in line managing people
- Experience in project/programme management with excellent time management skills.
- Experience in writing qualitative reports and analysing data and good written communication skills
- Knowledge of the needs of Middlesbrough/Tees Valley in relation to education and employability
- Level 3 Teaching Assistant or equivalent
- Level 2 sports coaching qualification from a recognised NGB or equivalent experience
- Experience in delivering mentoring and educational workshops.

- Emergency First Aid Certificate or willing to work towards
- Mental Health First Aid Certificate or willing to work towards

Middlesbrough FC 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. The Foundation is also committed to the safeguarding of vulnerable groups.

Please submit your CV to [recruitment@mfcfoundation.co.uk](mailto:recruitment@mfcfoundation.co.uk) by **5pm Tuesday 16 July 2024**

You will be notified if you are successful for the next stage by **Thursday 18 July 2024**, where you will be asked to attend the Recruitment Day taking place **Monday 22 July 2024** at the Herlingshaw Centre, Normanby Road, TS6 9AE

If you want to learn more, please contact the Foundation on 01642 757654 or [recruitment@mfcfoundation.co.uk](mailto:recruitment@mfcfoundation.co.uk)