

SECONDARY EDUCATION OFFICER

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 (quality, inspire, teamwork, inclusion and honesty and integrity), in how we deliver our activity and interact with our partners and colleagues.

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.

Person Requirements

Essential

- Level 1 youth work qualification or equivalent experience
- Level 1 sports coaching qualification from a recognised NGB 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

Full job descriptions are available at <https://mfcfoundation.co.uk/get-involved/careers>

If you would like to apply for any of the above roles and can demonstrate the Foundation's core values, please email your CV to recruitment@mfcfoundation.co.uk and specify which role you are interested in applying for. Shortlisted candidates will be required to complete an application form.

CLOSING DATE FOR APPLICATIONS: 07 FEBRUARY 2025

These posts fall within the scope of 'regulated activity' and are 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.

MFCF 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. MFCF is also committed to the safeguarding of vulnerable groups