

Job Title:	Employability Leader
Reports to:	Employability Manager
Accountable to:	NCS Team Leaders (temporary contracted)
Contract Term:	Full time, 37 hours, you may be required to work outside of normal office hours, at evenings and weekends.
Location:	LNER Stadium, Lincoln, LN5 8LD
Salary:	£21,500 - £23,100 per annum
Closing Date:	12/06/2022

Job Purpose

Lincoln City Foundation utilises the brand and reputation of Lincoln City Football Club, alongside leveraging our own potential and the influence of our key partners, to inspire, empower, and help individuals and communities to improve their physical, social, and mental wellbeing.

The objectives of the Education and Employability department are to provide positive learning environments to inspire people and develop skills for life.

The Employability Leader will play a pivotal role in the planning, coordination, recruitment, and delivery of the Foundation's Education and Employability programmes for those aged predominantly 16-24 years, including but not exclusive to; Traineeships and mentoring projects, NCS and PL Kicks and BTEC Sport. The position will be expected to contribute to the further development of the Foundations work, whilst ensuring the quality and professionalism which is synonymous with the organisation.

The Employability Leader will:

- Coordinate day-to-day running and delivery of the Education & Employability programmes through a portfolio of projects to inspire the youth and young adult cohorts.
- Work alongside the Employability Manager to develop strong and meaningful relationships with a range of stakeholders including schools and young people in order to deliver positive outcomes for participants.
- Provide and facilitate programme sessions that are engaging, quality, in line with the Education and Employability strategic objectives and a safe space for all participants
- Act as an NCS Wave Leader throughout programme waves, leading by example and mentoring Team Leaders to provide the best possible experience for our participants.

Key Responsibilities

Main responsibilities of the role include:

- Plan and deliver the Education and Employability programmes provided by Lincoln City Foundation.
- Build awareness and momentum of the Education and Employability programmes available to inspire students across secondary schools, sixth forms, colleges and youth groups through assemblies, group work and other events such as mentoring.
- To assist the team to deliver assemblies and recruitment activities in allocated schools, colleges and sixth forms.
- Develop and deliver on the Keep Warm Strategy, inclusive of (but not limited to) phone calls, marketing, Keep Warm events, communications with young people and parents.
- Assist young people and their parents/guardians throughout the process from initial application to the start of the activities through to completion of the programmes. This will include parent's evenings, written communication, telephone calls and some home visits to more vulnerable young people who may need support.
- To support, encourage and motivate team leaders to deliver the NCS programme, inclusive of (but not limited to) recruitment and training of staff, pre-programme engagement, residential timetabling, social action planning & delivery and graduation events.
- To identify and link with our key programme partners to secure practical support for residential weeks and social action weeks.
- Liaise with the external NCS recruitment team and external stakeholders to ensure recruitment of young people to the NCS programme is successful.
- Providing effective leadership for the delivery of the Education and Employability programmes and mentoring projects, building a strong, professional relationships and a well-bonded team.
- To continually review, develop and improve Education and Employability delivery content.
- Oversee NCS wave delivery, being the point of contact during delivery.
- To achieve Education and Employability departmental KPI's in order to perform on the programme and achieve payment targets as instructed by the Employability Manager.
- Ensure that all programmes delivered are fully risk-assessed.
- To establish positive relationships with links to people of all ages by adhering to the high standard of customer service expected of all Foundation staff.
- Support the management of volunteers and contribute to the integration of each volunteer into the Foundation team.
- To ensure the required health & safety, welfare, and supervision of participants throughout the session in line with Foundation policies and procedures.
- To carry out appropriate checks on equipment, venues, and facilities and to administer the necessary procedures for any incident or accident that occurs to any participant under the Foundations supervision.
- To act as an ambassador for sports delivery and the Foundation encouraging positive participation for all, assisting the Employability Manager to meet programme targets.
- Contribute to the successful delivery of the Foundation strategy linking across departments and supporting colleagues in all areas of the organisation, and wider Lincoln City family.

General Responsibilities

- Compliance with all Lincoln City Foundation policies and procedures.
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation.
- To operate under, and contribute to embedding, the Foundation's Values and Behaviours across the organisation.
- To undertake such other duties as may be reasonably expected.
- To maintain professional conduct at all times.
- To undertake CPD as necessary in line with development of the role and required by the Foundation.
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

Person Specification
Education/Qualifications

BTEC/NVQ level 3/A Levels accepted	Essential
Educated to degree level in a relevant subject area (or equivalent)	Desirable
QTS or PGCE qualified (or equivalent)	Desirable
Level 1 or 2 NGB coaching qualification (in any NGB sport)	Essential

Knowledge and Experience

Experience of working on programme delivery for the youth and young adult age groups	Essential
Experience of working on NCS	Desirable
Experience of working on youth intervention projects	Desirable
Experience of coordinating events or programmes, from concept, to implementation and evaluation	Essential
Track record of effectively dealing with serious incidents and managing safeguarding incidents	Desirable
Understanding the challenges facing the youth groups in our communities and the wider county agenda for engagement	Essential
A broad knowledge of barriers that young people may face and strategies to address where appropriate	Essential

Skills and abilities

Ability to work on own initiative	Essential
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Ability to communicate and engage with others (contacts may include staff, managers, participants, stakeholders, and parents/carers)	Essential
Excellent organisational and planning skills	Essential
Participant focused and results orientated	Essential
Committed, self-motivated and driven	Essential
Strong commitment to high quality delivery and customer service	Essential
Ability to form strong and appropriate relationships, demonstrating excellent communication skills	Essential
Equality & Diversity	
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies	Essential
Able to work within a diverse community and draw on individual strengths to promote equality & diversity	Essential
Other	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
Clean driving license & access to a vehicle	Essential
Strive to achieve and work towards 'Lincoln City Foundation' vision and mission statements.	Essential