



Come and join our team!

Sharks Community Trust is the official charity of Sale Sharks, the only professional Rugby Union club in the North West. Our purpose is to use our sport to provide life changing opportunities in education, health, and wellbeing.

We are committed to:

- Introducing rugby to people of all ages and abilities
- Igniting and encouraging passion for our sport
- Teaching vital skills
- Tackling inequality
- Uniting diverse groups
- Supporting the most vulnerable

We work hard every day to deliver our mission to inspire, support and deliver change to communities to people of all ages and abilities.

We work with over 12,000 people annually in three key areas: Community Engagement, Education and Rugby Development. Our highly skilled, dynamic and passionate team now deliver over 50 community projects that change the lives of a huge spectrum of people across the North West; from children and young people right through to senior citizens.

We believe the North West is a home to extraordinary people like you. If you share our values of being *passionate, Inclusive, respectful, kind, fun and proud*, **this is your chance to be part of our story!**

The charity is now looking to recruit to the role of **Education Officer** to work on the Trust's new **Sharks on Track Alternative Provision Programme**.

Benefits of working for Sharks Community Trust

Sharks Community Trust expects professionalism, enthusiasm and dedication from its staff team. In return, you will get the following:

Sharks Community Trust Employee Benefits	
Uniform	Everyone will receive an allocation of Sale Sharks kit annually based on their role
Pension	All employees will be enrolled in the Trust's pension scheme and the Trust will match your contribution up to 3%
Annual Leave	Everyone is entitled to 20 days holidays plus all bank holidays and extended days over Christmas*. This allocation increases after three years' service. *Rugby Coaching staff will secure these extended days in the New Year due to delivery between Christmas Day and New Year's Day
Club Shop Discount	Discount in the club shop to an agreed allowance
Gym access	Access to the Sale Sharks High Performance Centre gym
Match Tickets	Access to Sale Sharks home matches for both the men's and women's team
CPD	Opportunity to develop yourself through a range of external and in house training
Work Phone or Mobile Phone Allowance	Depending on your role at the Trust, you will either receive a work phone to complete your role or a phone allowance. Phone allowance ranges from £10-£20 per month
Flexible Admin Working location	As agreed with line manager, admin work can be completed flexibly
Management	Supportive and encouraging management group

Details of role

Job Description			
Job Title:	Education Officer for Alternative Provision	Contractual status:	Full-time
Hours of work:	37.5 hours per week	Starting Salary:	£20,000
Location:	Eccles Rugby Club, Salford	Reporting to:	Education Programme Manager
Closing date:	5pm Friday 23 rd July <i>We reserve the right to interview suitable candidates before this date.</i>	Interview date:	TBC

Job Summary:

As an Education Officer for the Alternative Provision programme for Sharks Community Trust you will be responsible for recruiting and engaging young people onto the programme, developing work experience and enrichment activities and supporting the programme delivery on the new Sharks On Track Alternative Provision programme. This programme is designed to engage KS3 and KS4 children who struggle to engage with mainstream education, providing English and Maths up to GCSE, vocational qualifications, life skills sessions and engaging enrichment projects.

The successful candidate will lead the recruitment of young people onto the programme, develop work experience placements and support participants into their next steps at 16, as well as working with the Education Tutor to deliver education and enrichment activities.

The Education Officer will work alongside the Education Tutor who will have responsibility for English and Maths and Qualification planning, delivery and assessment for all learners.

Role and Responsibilities:

There are a number of key aspects to this role. The successful candidate will;

- Plan and deliver education, sport and engagement sessions for 11-16 year-olds including Level 1/Level 2 vocational qualifications and issue-based sessions.
- Support the Education Tutor to develop and deliver the alternative provision programme; schemes of work, session planning, initial assessment, programme timetabling, tracking systems and timetabled session delivery.
- Recruit participants on to the programme by developing and maintaining a strong relationship with referral organisations and community groups.
- Manage learner registration, Induction and completion of learner registration paperwork.
- Keep accurate attendance and monitoring records for all sessions and contribute to the gathering and analysis of evaluation information on the systems for activities and individuals within those activities.
- Organize work placement opportunities and ensure participants' progress onto effective and appropriate next steps.
- To work with referral partners, schools, Safer Neighbourhood Teams, Youth Groups and other local agencies to support ongoing participation, engagement and achievement by participating young people.
- Create media to ensure awareness of the work of Sharks Community Trust particularly across social media platforms and other club media channels.

- Ensure subject knowledge and knowledge of qualification requirements is up to date in line with requirements of training providers and the Department of Education.
- Any other relevant duties as required by the employer.

It is key to this role that candidates:

- Understand and implement the Trusts' Safeguarding policy, procedures and best practice guidelines and to use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment
- Continuously evaluate the success and standards of their work and that of others, through rigorous self and departmental reflection and analysis. This includes creating a CPD plan.
- Are able to work flexible and unsociable hours where this is required by the role.
- Demonstrate the Sharks Community Trust values at all times.
- Promote Sharks Community Trust and Sale Sharks brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion across Sharks Community Trust and comply with all Charity policies and procedures.

Person Specification		
Criteria	Essential	Desirable
Qualifications	<p>NGB Level 1 or Level 2 coaching awards</p> <p>A positive attitude towards professional development and their own learning</p>	<p>Level 3 in Teaching and Education or equivalent (or be working towards it)</p> <p>Degree qualified – strong academic record</p>
Experience and Skills	<p>Proven experience of planning and delivering high quality activities for young people</p> <p>Experience of community work to engage young people in education or enrichment activities</p> <p>Experience of assessment, monitoring and evaluation</p> <p>An understanding of safeguarding procedures.</p>	<p>Experience of recruiting young people onto vocational or enrichment programmes</p> <p>Experience of community engagement and involvement</p> <p>Knowledge of Salford community provision</p> <p>Experience of working with challenging young adults in an educational setting</p> <p>Experience of using social media to raise awareness and engage participants</p>
Personal Attributes	<p>A passion for the community and making a difference.</p> <p>An ability to inspire others.</p>	

	<p>A friendly, positive 'can do' and courteous attitude.</p> <p>A commitment to the aims, vision and values of Sharks Community Trust</p> <p>Ability to work within a team and foster good working relationships.</p> <p>Excellent organisation and time management skills</p> <p>Excellent communication and motivation skills</p> <p>Willingness to work flexible hours</p> <p>Full driver's license and use of a vehicle</p>	
--	---	--

Sharks Community Trust is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and vulnerable adults and employment will only be offered if a clear check and suitable references are received back.

***Please note only candidates selected for interview will be notified.**