

Come and join our team!



Sharks Community Trust (SCT) is the official charity of Sale Sharks Rugby Club.

We work hard every day to deliver our mission to inspire, support and deliver change to communities across the North West 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 in the immense power of our sport being used to positively transform people's lives. We believe the North West is a home to extraordinary people like you. **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 **HITZ Employability 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
Role	Key role in changing lives in our communities

Details of role

Job Description			
Job Title:	Education Officer for HITZ Provision	Contractual status:	Full-time
Hours of work:	37.5 hours per week	Salary:	£20,000 - £22,000

Location:	Sale West Community Centre	Reporting to:	Education Programme Manager
Closing date:	Friday November 12 th 2021	Interview date:	TBC

Job Summary:

As an Education Officer for the Employability programme for Sharks Community Trust you will be responsible for the leadership, organisation and delivery of the HITZ employability programme. This programme works with 16-19 year old young people, providing support to gain essential qualifications and progress into training, apprenticeships or employment.

The successful candidate will have responsibility for the planning and deliver of Employability Qualifications, recruiting and engaging young people onto the programme, developing work experience and enrichment activities and supporting learner progressions into training and employment. The HITZ officer is also responsible for the planning and delivery of the HITZ on Track programme in Secondary schools.

The Education Officer will work alongside the SCL HITZ Tutor who will have responsibility for English and Maths and support 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 and enrichment activities for 16-19 Year olds, including Level 2 qualifications alongside issue-based sessions.
- Work alongside the SCL HITZ Officer to develop and deliver schemes of work, session planning, initial assessment, programme timetabling, tracking systems and timetabled session delivery.
- Recruit participants on to the HITZ programme including developing and maintaining a strong relationship with referral organisations.
- Manage learner registration, Induction and completion of learner registration paperwork.
- Plan and deliver work preparation, issue-based sessions (eg drug and alcohol awareness, improving mental wellbeing, developing healthy relationships etc) and enrichment sessions.
- 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.
- Develop placement opportunities and progress participants on to apprenticeship, job or further full-time education at a higher level.
- Work with safer neighbourhood teams, youth groups, schools and other local agencies to encourage links between them to recruit and support ongoing participation and achievement by young people.
- Deliver enrichment activities and events as appropriate. All activities should be appropriate to the needs of the target audience and be line with the Sharks Community Trust strategic aims
- 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>Degree qualified / Strong academic record</p> <p>A positive attitude towards professional development and own learning</p>	<p>Level 3 in Teaching and Education or equivalent (or be working towards it)</p> <p>NGB Level 1 or Level 2 coaching awards</p> <p>Assessor or IV awards</p>
Experience and Skills	<p>Proven ability to plan and deliver high quality classroom-based learning</p> <p>Experience of planning and delivering high quality engagement 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 Trafford community provision</p> <p>Experience of working with challenging young people 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>	
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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.**