

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Project Officer
<b>RESPONSIBLE TO:</b>	Senior Employability Coordinator
<b>RESPONSIBLE FOR:</b>	N/A

**JOB SUMMARY:**

To deliver a range of employability interventions to groups of unemployed learners aged 16 to 25 with the aim of moving them closer to, or into the jobs market. Engagements will include 1-2-1 mentoring as well as delivery of accredited qualifications, engagement with pre-NEET school groups as well as support for mass engagement events such as Jobs Fairs, mock interviews & recruitment events.

You will engage with a dedicated case load of learners from initial point of referral into the programme through to creating exit pathways for all participants. The duration a learner stays on programme is flexible and can last anywhere from a few weeks to over a year depending on circumstances, and we offer all learners who find employment support during their first few months of work.

The role requires a passion for delivering innovative careers sessions, programmes and activities whilst using football and the brand of Newcastle United Football Club to engage unemployed young adults.

**MAIN DUTIES:**

Direct or Indirect responsibility

Duties/Responsibilities	D/I
• To deliver Employability Programmes to groups of unemployed learners.	D
• To plan, deliver and evaluate sessions, workshops and activities at community venues or at St James' Park.	D
• Support participants who may face barriers to participation – displaying empathy, trust and rapport through 1:1 support and monthly workshops.	D
• Ensure an excellent standard of delivery and to lead on all activities, taught sessions and workshops at both practical and theory based activities	D
• Ensure registration and monitoring information is collected and data entry completed as required to meet internal and external deadlines.	D

<ul style="list-style-type: none"> <li>• Ensure the appropriate supervision and safeguarding of participants, following Foundation policies and procedures.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Ensure that courses and activities meet the needs of all participants including those with disabilities and those from Black, Asian and Minority Ethnic communities.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Supervise participants attending sessions, confirming any behaviour management protocol to be followed.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Help the Foundation seek feedback from participants.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Assist participants to improve their emotional capabilities, attitude towards work and understanding of viable career options.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Live the Foundations values and demonstrate commitment to these in all work undertaken.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Present a professional image of Newcastle United Foundation at all times, wearing officially branded kit when appropriate.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Regularly identify and share good news stories with the Communications Manager</li> </ul>	D

## PERSON SPECIFICATION

Essential or Desirable Requirement

Qualification/Education	E	D
<ul style="list-style-type: none"> <li>▪ Youth Work qualification</li> </ul>		D
<ul style="list-style-type: none"> <li>▪ Mentoring qualification</li> </ul>		D
<ul style="list-style-type: none"> <li>▪ Teaching qualification or award (e.g. PTTLs)</li> </ul>		D
<ul style="list-style-type: none"> <li>▪ Valid Emergency First Aid Award</li> </ul>		D
<ul style="list-style-type: none"> <li>▪ Valid Safeguarding award</li> </ul>	E	

Experience	E	D
<ul style="list-style-type: none"> <li>▪ Delivering programmes that engage young adults and/or young people</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Experience of working with groups facing barriers to participation and employment</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Experience of working with groups from a diverse range of backgrounds in a voluntary or employed capacity</li> </ul>	E	

Specialist Training	E	D
<ul style="list-style-type: none"> <li>▪ Behaviour/conflict management</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Information advice and guidance</li> </ul> <p><i>(Specialist training will be offered in the role)</i></p>	E	

Aptitude or Skill	E	D
<ul style="list-style-type: none"> <li>▪ Ability to inspire and motivate participants who face barriers to employment, training or education</li> <li>▪ Ability to manage behaviour/conflict</li> <li>▪ Ability to work autonomously</li> <li>▪ Ability to work with partner organisations</li> <li>▪ Excellent verbal and written communication skills</li> <li>▪ Knowledge of the local labour market</li> </ul>	E E E E E E	

Personal Characteristics	E	D
<ul style="list-style-type: none"> <li>• Passions for helping others achieve their potential</li> <li>• Desire to maintain up to date qualifications</li> <li>• An understanding of and commitment to equality, diversity and inclusion</li> <li>• Able to use own transport</li> </ul>	E E E	D

**Special Terms**

Special Conditions
This post is subject to an Enhanced DBS check. Some evening and weekend will be required.
Working in different locations
Based at NUCASTLE with some travel to locations across Newcastle, North Tyneside and Northumberland.

*In addition to these functions, employees are required to carry out such other duties as may reasonably be required.*

**GENERAL STATEMENT**

All employees of the Foundation must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

**SAFEGUARDING & WELFARE STATEMENT**

The Foundation is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

If a role requires a CRC at Standard or Enhanced level (which may include checks against the Barred List), it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions, including



all spent convictions that may not been subject to filtering by the disclosure should be declared on the documents provided as part of the recruitment process.

**EQUALITY STATEMENT**

The Foundation is also committed to equality and diversity and believes in equal opportunities for all. We require all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

You are required to ensure a positive attitude towards equality and diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundations equality policy. You must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote positive working relationships between all internal and external stakeholders.

**DECLARATION**

I acknowledge receipt of this job description. I have read, understood and agreed the terms outlined above. I understand that I must adhere to the requirements of this role for the duration of my employment. I further acknowledge and understand that the requirements of this role will change and evolve over time and that I must adhere to the requirements of the role as they apply from time to time. I also acknowledge and agree that I may be issued with an alternative job description to reflect my role as it changes over the course of my employment.

Following an offer, and acceptance, of employment I acknowledge and agree that I may be added to one or many of the different software system providers that the Foundation uses (which may change from time to time) in order to administer my employment, to facilitate my role and my employee benefits and for the purposes of effective communications.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LM Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HOD Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_