



Person Specification/Job Description – Education Manager

	ESSENTIAL	DESIRABLE
Qualifications or Equivalent	<ul style="list-style-type: none">• Experience of working with children & young people• Educated to Degree level• Minimum of 2 years' experience of managing staff• Experience of quality assuring teaching and learning	<ul style="list-style-type: none">• Relevant sport qualification(s) or experience in sport• Experience working in the charity sector• Minimum of 2 years' experience working in the education sector• Qualified Teacher Status• Experience providing CPD to develop and share best practice in the classroom
Delivery	<ul style="list-style-type: none">• Previous experience in a similar role.• A positive attitude towards staff professional development and their own learning.• Experience of leading and motivating staff.• Formal staff Line management• Experience of multiple project management.• Be able to demonstrate stakeholder relationship management experience.• Experience of monitoring, evaluation and reporting.• Possess excellent IT skills.• Demonstrate Knowledge and a clear understanding of safeguarding principles and procedures.	<ul style="list-style-type: none">• Able to develop best practice through wide range of imaginative approaches• Engaged with developments in the education sector• Able to work with small groups of students with challenging behaviours.• Experience and knowledge of primary, secondary and higher education• Budget management / monitoring experience.• An understanding and passion for improving opportunities for disadvantaged people and under-represented groups or individuals in our communities



Chesterfield FC COMMUNITY TRUST

the HUB, SMH Group Stadium,
Chesterfield, Derbyshire, S41 8NZ

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Personal Qualities	<ul style="list-style-type: none">• Enthusiasm• Team-working skills• Reliability and Integrity• Personal Organisation• Flexibility	<ul style="list-style-type: none">• Creative planning• Motivational skills• Resilience• Humour• Empathy

Our package includes

- 24 days of holiday plus 8 public holidays + extra days off during Christmas Period + Wellbeing Day (Birthday)
- The People's Pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership after 4pm at The CFC onsite gym
- Access to a mental health support
- Access to season tickets to Chesterfield Football Club
- Shop and café staff discount
- Free onsite parking



Job Description

- To have day-to-day responsibility for the following programmes: Football and Education, Primary Education, Alternative Provision and Supported Internships.
- To manage the quality, consistency and delivery within those programmes along with being responsible for reporting deadlines and information for funding partners.
- To oversee the structure and design of the departments.
- To have creative freedom within the departments, in particular with the Premier League Charitable Fund projects and the Alternative Provision curriculum.
- To proactively develop links and partnerships with local organisations and diverse groups with a view to working collaboratively and collectively.
- Working closely with the Deputy Head of Community and Colleagues, Voluntary and Charity organisations in the Chesterfield and Derbyshire area to identify individual and network beneficiaries.
- To adhere to programme funding standards, monitor and communicate progress to the relevant parties.
- Attending and hosting meetings is essential for allocated projects, but not limited to, as support in other areas of the Trust may be required.
- To attend and represent Chesterfield FC Community Trust at meetings and events relevant to the programmes within your areas of responsibility.
- Seek grant funding and fund-raising opportunities for Chesterfield FC Community Trust and the Trust's projects and programmes. Responsibility to progress and secure these funding opportunities.
- Undertake staff recruitment in accordance with the Safer Recruitment Policy to ensure staff requirements for programmes/projects are appropriate.
- Undertake staff formal supervision and have responsibility for updating the Breathe HR system.
- Deliver staff training and support allocated staff in continuous personal development.
- Provide guidance, direction and support to staff working on inclusion programmes.
- Responsibility to ensure staff prepare and implement comprehensive program structures, including session schedules, activity plans, and staff and resource allocation, considering the unique needs of participants.
- Responsibility to ensure the Issuing of invoices is actioned by staff from Chesterfield FC Community Trust for programme/activity delivery
- Ensure Teams collate, input and analyse data to evaluate program effectiveness, identifying areas for improvement and making recommendations for future enhancements.



- Overseeing report writing and production of presentations associated with programmes/activities within the Primary Education department, Alternative Provision and Supported Internships, in order to provide updates to Senior Leadership Team and for promotional material.
- Develop and maintain positive relationships with external partners, organisations, and community stakeholders to support program growth and expansion.
- Collaborate with local schools, disability organisations and community groups to foster awareness and promote participation and inclusion in activities and programmes delivered by Chesterfield FC Community Trust.
- Budget management responsibility to ensure programmes/projects are planned, monitored and maintained, ensuring no overspend.
- Responsibility to ensure activities monies collected are submitted in a timely manner to the Finance Manager by activity leads.
- Ensure your allocated teams promote Chesterfield FC Community Trust in community settings across Chesterfield and Derbyshire to ensure a diverse range of participants attend programmes, and the projects achieve their Key Performance Indicators.
- Responsibility for liaison with the media department to ensure programmes are promoted accordingly through varied methodologies.
- Consider equality, diversity and inclusion in all activities linked to Social Inclusion and programmes with a particular focus around female participation, LGBTQ+ young people, disability, and engaging with ethnically diverse communities.
- Promote safeguarding within all programmes and have a clear understanding of the principles of safeguarding.
- Responsibility to ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place.
- To work closely with Trust Managers, Senior Community Officer colleagues and Community officers in the Trust to seek new opportunities for programmes and offers.
- To understand and implement the Charity's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- To be able to work flexible hours where the role of the job requires. This will include evenings, weekends and school holidays.
- Comply with all Charity policies. To work towards agreed objectives.
- Promote the Chesterfield FC Community Trust brand and ethos in a professional, strong, and positive manner.



- Work alongside other members of the Senior Leadership Team to support in other areas of the organisation as and when required to promote best practice.
- Hold a commitment to equality and diversity in the workplace.
- Willingness to attend training courses to enhance own professional development including Safeguarding and Equality and Diversity.
- Always demonstrate the Chesterfield FC Community Trust values.
- This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

Safeguarding

Safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of CFCCT must ensure that:

- They recognise the position of trust they have
- Their behaviour is always appropriate
- Promoting good behaviour, courtesy and respect for the environment, and ensuring the effective implementation of an appropriate code of conduct.
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate
- They follow the procedures for responding to signs and suspicions of abuse
- Promoting equal opportunities, inclusion, social, moral, cultural and spiritual values.
- Establishing effective systems of pastoral care and guidance to support the personal development of all students.
- Working with other members of the Education team to ensure that all students are provided with the highest standards of care and support.
- Ensuring appropriate support is given to parents, carers and students including those attending presentations/meetings in support of their application to attend Education programmes.



Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.