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Education Development Officer

JOB DESCRIPTION			
Job Title:	Education Development Officer	Contractual status:	Full time
Hours of work:	37.5 hours per week	Salary range:	£23,500 - £25,500
Location:	Carrington Training Centre, with expected travel across local areas.	Reporting to:	Community Inclusion Lead
Closing date:	Monday 3 rd February	Interview date:	w/c 10 th February

Please be advised that the application deadline may close earlier than stated if we receive a sufficient number of applications. Additionally, any provisional interview dates provided are subject to change based on the updated timeline. We recommend applying promptly to ensure consideration.

JOB SUMMARY
<p>Sale Sharks Foundation are seeking an empathetic, proactive, and skilled Education Development Officer to support children, young people, and adults with diverse educational and employability needs. This role involves mentoring and tutoring young people at risk of becoming NEET (Not in Education, Employment, or Training) and working with adults to enhance their skills, confidence, and readiness for employment.</p> <p>The successful candidate will deliver impactful 1-1 and group sessions, fostering positive attitudes, personal growth, and essential life skills for participants of all ages. They will also play a crucial role in growing our education programme by building relationships and delivering creative, high-quality learning opportunities within schools, community settings, and adult education environments.</p>

ROLES AND RESPONSIBILITIES

Programme Development and Delivery:

- Plan and deliver 1-1 and group mentoring sessions tailored to individual needs, building confidence and motivation through mentorship and practical skill-building.
- Creating, implementing, monitoring, and evaluating education programmes involves a structured, learner-centred approach that ensures inclusivity and accessibility for a variety of learning styles.
- Use innovative approaches to engage participants, addressing the unique challenges faced by both young people and adults to inspire and empower them to overcome barriers to education and employment.
- Plan and execute high quality learning sessions in schools, community settings, and adult learning environments, ensuring inclusivity and accessibility.
- Support behaviour management systems in educational and community settings.
- Mentor participants with varying abilities, needs, and demands in diverse environments.

- Act as a strong role model, promoting personal development and positive attitudes.
- Work with learners to develop a progressive programme for their educational and professional development goals, including guidance on pathways to further education, training, or employment opportunities where appropriate.

Relationship Building:

- Build trusting relationships with children, young people, adults, and their families to support educational and personal growth.
- Collaborate with schools, community organisations, adult education providers, and other stakeholders to expand programme reach and impact.
- To maintain strong relationships with schools, managers, and referral partners through effective and regular communication.
- Working with communication colleagues to support content creation and marketing to ensure awareness of the work of Sale Sharks Foundation across your areas of work, ensuring all safeguarding practices and GDPR are followed.

Monitoring, Evaluation, and Reporting:

- Continuously evaluate the effectiveness of sessions and interventions through on-going monitoring.
- Monitor progress and outcomes, ensuring timely and accurate reporting leads, line managers and external stakeholders as required.
- Keep accurate attendance and monitoring records for all sessions and contribute to the creation of Individual Learning Plans, Personal Education Plans, Educational Health Care Plans, and internal reporting.
- Co-ordinate learner progress reports and create accurate monitoring records and reports for all programmes and projects and gather and analyse evaluation information on the systems for activities and individuals within those activities.

General:

- Supporting delivery across other departments and projects as required.
- Any other level appropriate duties as required by the employer.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

There may be times on occasions, when the role may have to working evenings and weekends, including match days. This will always be agreed in advance with time off in lieu offered.

It is key to this role that candidates:

- Understand and implement the Foundations' Safeguarding Policies, 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.
- Demonstrate the Sale Sharks Foundation values at all times.
- Promote Sale Sharks Foundation's brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion at Sale Sharks Foundation and comply with all Charity policies and procedures.

PERSON SPECIFICATION

	ESSENTIAL	DESIREABLE
Knowledge, Experience and Skills	<p>Experience mentoring or tutoring young people and adults with complex needs.</p> <p>Experience of community work to engage young people in learning activities.</p> <p>Demonstrated ability to deliver high quality, engaging and inclusive learning and employability activities.</p> <p>Strong interpersonal skills to build relationships with participants, families, and stakeholders.</p> <p>Excellent planning, organisational, and communication skills (verbal and written).</p> <p>Awareness of safeguarding and child protection policies and procedures.</p> <p>Experience of assessment, monitoring, and evaluation.</p> <p>Experience and competent in using IT packages including Microsoft office (Word, Excel, Publisher and PowerPoint, outlook).</p>	<p>Experience of marking a programme to raise awareness and engage new audiences.</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>	
Qualifications	<p>Level 3 in Teaching and Education or equivalent (or be working towards it).</p> <p>Degree qualified or strong academic record.</p> <p>A positive attitude towards professional development and their own learning.</p>	<p>NGB Level 1 or Level 2 coaching awards develop.</p>

STAFF BENEFITS:

- £240 per year (Pro-rata, claimed monthly) wellbeing benefit
- 3% Pension contribution
- 2 tickets free per game (Men's & Women's)
- Kit provided worth in excess of £300
- 20% discount on the staff shop
- Access to Sale Sharks High Performance Gym after 4pm
- Additional leave after 3 and 5 years service
- Flexible working (where possible)
- Health insurance through Vitality which also includes free access to the Headspace app, discounted gym memberships, free weekly coffee and film rental, health checks, employee assistance as well as a wider variety of discounts on health and wellbeing products (upon successful completion of probation period)
- Annual reward and recognition awards
- Bi-annual all staff training days & Foundation socials
- Other CPD opportunities throughout the year as well as an annual budget for CPD as a team and an individual
- Access to e-learning platform
- Dogs allowed in the office/ outdoor kennels (Behaviour permitting)
- Opportunity to buy into Sale Shark performance meal prep
- Free tea & coffee in the office
- Free onsite parking

TO APPLY

To apply please submit the below to foundation.hr@salesharks.com by the application deadline*:

- CV.
- Supporting letter setting out why you believe you are our ideal candidate linking back to the person specification.
- Completed Equality, Diversity & Inclusion monitoring form.

Please do not hesitate to contact Faye Richardson if you would like to discuss the role in more detail on 07355 092119 or email faye.richardson@salesharks.com

Sale Sharks Foundation 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 people 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. Interviews are anticipated to take place week commencing 10th February.

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