



Job Title	Employability Tutor for 16-24 year olds
Department	Training & Development
Location	Brentford
Accountable to	Employment & Training Manager
Contract	Full time (permanent)
Salary	£26,000 – 29,000

Brentford FC Community Sports Trust (BFCST) is looking to recruit a highly motivated individual to support our new Training & Development department, helping to ensure it becomes a key component of our service for local young people.

The successful candidate will have the drive, determination and passion to change the lives of disadvantaged young people and has a proven track record of successful delivery of training and employment programmes for 16-24year olds.

**Purpose of the Role:**

The Training & Employability Officer is responsible for delivering a number of high quality 12-week Traineeships to NEET young people, aged 16 to 24year olds. The role will also include delivery of sport and employability related programmes for hard to engage learners starting out on the road to become work ready.

**Main responsibilities:**

1. Delivery of three BFCST Traineeship programmes and a range of employability short courses per annum.
2. Provide quality teaching and learning for NEET young people aged 16-24 years old.
3. To act as a personal tutor to the young people, promoting self-esteem, challenging and supporting them to complete the courses and achieve their goals.
4. Contribute to working with a range of external agencies including Job Centre Plus, Local Authority & school/college departments to support delivery of traineeships. These agencies will be expected to refer young people on to the course and aid recruitment.
5. To implement and deliver an employability curriculum which includes functional skills in English and Maths and Sports Leaders Qualification or similar short qualifications.
6. Assist development of high-quality work placements developing strong partnerships with local businesses.
7. To act as main point of contact for parents and learners during live programmes.
8. To manage and maintain good order and discipline among students and safeguard their health and safety both on Trust premises and on placement.
9. Facilitate and encourage young people to continue onto further study programmes or gain part-time or full-time employment.
10. To assist design and lead delivery of bespoke employability courses in line with funding requirements.
11. To maintain accurate records for administration of qualifications and to track learner progression.
12. To record key data using internal monitoring systems and provide regular written reports and case studies as directed by line manager.





**General Trust accountabilities:**

1. To attend team meetings and those internal/external specifically related to the employability programmes.
2. To develop and maintain effective working relationships across the BFCCST network.
3. To meet pre-set objectives and learning outcomes in line with funding requirements.
4. Demonstrate a positive attitude and work in a non-discriminatory way.
  
5. To complete all relevant internal and external training as required, in accordance with BFCCST policies and procedures.
6. To act in accordance with BFCCST corporate objectives and policies; including Health & Safety & Safeguarding requirements - informing respective area Managers immediately of any concerns.
7. To perform any other reasonable duties and responsibilities considered appropriate by line manager or SLT.

**Personal Specification:**

**Essential**

Qualifications

1. Teaching qualification (Level 4/CTLLS or above)
2. Safeguarding and First Aid

Experience

1. Working with challenging and vulnerable young people and an understanding of current challenges & barriers to employment.
2. Ability to relate well with young people 16-24years old, from different backgrounds forming strong, positive relationships.
3. Successful delivery of education or training programmes demonstrating ability to motivate reluctant learners
4. Designing and developing schemes of work to a high standard
5. Providing clear support, strategies and direction for hard to engage learners
6. Planning creative and engaging delivery programmes to support young people
7. Monitoring and evaluating programmes and providing analysis of results

Knowledge

1. Knowledge and understanding of external agencies who specialise in working with young people categorised as NEET.
2. Knowledge of strategies to engage NEET learners
3. Experience of successful delivery of education or training programmes

Characteristics

1. Exceptional delivery skills
2. Excellent planning and organisation
3. Ability to think proactively and work independently to achieve required outcomes
4. Excellent customer service skills, able to communicate effectively with both young people and professionals alike





5. Positive and flexible approach with ability to demonstrate high levels of care, accuracy and confidentiality when required.
6. Professional and -friendly outlook and attitude.
7. Enjoys working in a team environment.
8. Creative, self-motivated and the ability to work on own initiative.
9. Willingness to work across department to achieve shared goals.
10. A proven ability to work under pressure to tight deadlines.
11. Ability to remain calm and courteous at all times.
12. A commitment to supporting young people, and the principles of equality, diversity and inclusion.
13. Excellent communication including written, telephone and interpersonal skills.
14. IT literate with particular emphasis on Microsoft packages.
15. Ability to work flexible hours as required by the programmes.

### **Desirable**

#### Qualifications

1. PGCE
2. FA Level 2 coaching qualification
3. Previous exposure to traineeship programmes
4. Youth Work Qualification
5. Assessors/Verification qualification
6. Knowledge of local businesses who offer and accept work placement opportunities
7. Delivering Functional Skills Maths & English

### **Skills/Competencies**

15. Excellent planning and organisation skills
16. Ability to think proactively and work independently to achieve required outcomes
17. Excellent customer service skills, able to communicate effectively with both young people and professionals alike
18. Positive and flexible approach with ability to demonstrate high levels of care, accuracy and confidentiality when required.
19. Professional but friendly outlook and attitude.
20. Enjoys working in a team environment.
21. Creative, self-motivated and the ability to work on own initiative.
22. Willingness to work across department to achieve shared goals.
23. A proven ability to work under pressure to tight deadlines.
24. Ability to remain calm and courteous at all times.
25. A commitment to supporting young people, and the principles of equality and diversity.
26. Excellent communication including written, telephone and interpersonal skills.
27. IT literate with particular emphasis on Microsoft packages.
28. Ability to work flexible hours as required by the programmes.

### **General Information**

The duties and responsibilities in this role are not exhaustive and the post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Such duties should not substantially change the general character of the post.





The post holder is required to carry out the duties in accordance with the Trust's robust Health & Safety and Safeguarding policies and procedures.

The appointment will be full time and is available upon the receipt of two acceptable references and the submission of an enhanced Criminal Records Check to the Disclosure and Barring Service (DBS). The appointment will be confirmed upon receipt of the DBS check.

We are an inclusive and diverse employer and welcome applications from all suitably qualified persons regardless of race, age, gender, disability, religion/belief, sexual orientation or age. The post holder is required to have due regard to equal opportunities at all time, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for everyone.

All applicants must demonstrate eligibility to work in the UK.

To apply, please send:

- Your CV
- A covering letter – demonstrating your suitability for the role

Please send the above to [cbarrett@brentfordfcst.com](mailto:cbarrett@brentfordfcst.com)

**Deadline for applications is 12 February 2021.**

**Interviews are scheduled to take place w/c 15 February 2021.**

