






## JOB DESCRIPTION

|                             |   |
|-----------------------------|---|
| <b>JOB TITLE:</b>           | <b>Senior Employability Officer</b>   |
| <b>DEPARTMENT:</b>          | <b>Wolves Foundation</b>  |
| <b>REPORTS TO:</b>          | <b>Education and Skills Manager</b>   |
| <b>DIRECT REPORTS:</b>      | <b>NONE</b>   |
| <b>LOCATION:</b>            | <b>Molineux Stadium and working across the City of Wolverhampton</b>  |
| <b>HOURS PER WEEK:</b>      | <b>37.5 hours per week</b>  |
| <b>WORKING ARRANGEMENT:</b> | <b>Your working pattern will predominately be core office hours which are Monday – Friday, 9:00am – 5:30pm, however, flexibility to work evenings and weekends will be necessary and directed by your line manager.</b> |
| <b>DATE:</b>                | <b>August 2023</b>  |

Wolves Foundation is a cornerstone of the city of Wolverhampton. Through a team of highly skilled, dedicated staff and volunteers it harnesses the strong local connection with Wolves to motivate, educate and inspire tens of thousands of beneficiaries of its work across the city.

The charity works in partnership with key local stakeholders including the local authority, police, health service and education providers to identify risk factors in the city around societal issues and health status; using data and insight to deliver evidence-based practice through its vast array of projects that address these needs through its key three objectives;

The charity covers three pillars:

-  Healthier, more active people
-  Lifelong learning and skills
-  Safer, stronger communities

Working in the community is vital to its work and removing barriers to engagement regardless of age, gender, race, religion, sexual orientation, or disability. With participants ranging from 1 month to 100 years old across 225 different delivery sites in the city, work is delivered all year round improving the physical and mental health, personal development and life choices of the people engaged in its work.

All employees must uphold the key values and ethos of the Foundation to ensure delivery excellence. Employees must maintain professionalism and contractual, delivery and policy requirements.

### **Job purpose**

To support the Education and Skills Manager with the management of the Employability department and projects ensuring we are offering young people and adults at risk a range of positive employability related guidance, advice, activities, and opportunities.



### Key responsibilities:

- 🛡️ To lead, supervise and support delivery staff and volunteers ensuring a high standard in all areas of the Foundation's employability projects.
- 🛡️ To take responsibility and support the development and output of the Foundation Education & Skills employability programmes and services, ensuring that all aspects of the employability programmes are being delivered to the highest quality.
- 🛡️ Deliver high quality sessions that are relevant to the participant and project requirements.
- 🛡️ To navigate group meetings whilst being actively involved in the projects to provide essential reporting updates to all stakeholders.
- 🛡️ To lead steering group meetings with key project stakeholders.
- 🛡️ To keep accurate records and registers to enable completion of all monitoring and evaluation requirements.
- 🛡️ To coordinate and create the Foundation employability and skills staffing timetables.
- 🛡️ To be knowledgeable in potential opportunities to develop activities and strategic enhancement of the Foundation's employability services.
- 🛡️ To ensure that the safety and wellbeing of participants, volunteers, and workforce (including self) is always prioritised.
- 🛡️ To support the development of agreed annual financial, operational, and strategic objectives for the Foundation's employability schemes.
- 🛡️ To ensure all employability and skills projects are delivered with high quality whereby output targets are achieved and all monitoring and evaluation requirements are fulfilled.
- 🛡️ Contribute to regular reports, inclusive of case studies and project updates to key stakeholders.
- 🛡️ To support the quality assurance of all programmes.
- 🛡️ To develop and implement a robust work-based learning programme with partner employers.
- 🛡️ To work in cohesion with the Communications Team to develop promotional and marketing materials for all employability programmes.
- 🛡️ To positively represent the Foundation within a range of internal and external meetings.
- 🛡️ To promote employability associated projects and structure to key stakeholders and participants.
- 🛡️ To develop local, regional, and national employer partnerships.
- 🛡️ To manage relationships with stakeholders including Wolverhampton Local Authority, Premier League Charitable Fund, Premier League PFA Community Fund, Citywide Employers.
- 🛡️ Commitment to social action projects that benefit the Foundation.
- 🛡️ Represent the Education & Skills department and input within Officers Operational Meetings.
- 🛡️ Perform other duties as required and directed by your line manager which are considered relevant to the post and to the objectives of the Foundation.
- 🛡️ To support the scheduling, usage, maintenance, and upkeep of the Foundation Arena and that the facilities are used to its maximum potential.
- 🛡️ Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers.
- 🛡️ The ensure positive commitment to sustainability and social action projects and targets in line with the Foundation's One Pack One Planet action plan.



### **Safeguarding responsibilities**

- 🛡️ To work alongside the DSL and Education & Skills Manager to ensure safeguarding standards are met and maintained.
- 🛡️ Keep own CPD, knowledge and skills up to date in relation to our area of delivery and management.
- 🛡️ Responsible for structuring adequate quality assurance for their department.

This role involves working with children and/or adults at risk in a Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children and adults at risk.

### **General responsibilities**

- 🛡️ Compliance with Wolverhampton Wanderers Foundation Policies.
- 🛡️ Compliance with Wolverhampton Wanderers Foundation health & safety procedures.
- 🛡️ Compliance with Wolverhampton Wanderers Foundation safeguarding policies.
- 🛡️ Champion the club and Foundation values at all times.
- 🛡️ To maintain professional conduct at all times.
- 🛡️ To undertake other duties as may be reasonably expected.

### **Contractual Information**

- 🛡️ Due to the nature of your role, there will be an occasional requirement to work evenings and/or weekends which will be directed by your line manager.

### **Key relationships**

- 🛡️ Wolves Foundation Senior Management Team.
- 🛡️ Foundation Management Team.
- 🛡️ Foundation Education & Skills Team.
- 🛡️ Local stakeholders/partners.
- 🛡️ Premier League Charitable Fund.
- 🛡️ Premier League PFA Community Fund.
- 🛡️ City of Wolverhampton Council
- 🛡️ Connexions / DWP
- 🛡️ Good Shepherd Services
- 🛡️ Employers from across Wolverhampton and wider area.



## Person Specification

**Job Title: Senior Employability Officer**

| <b>Knowledge: the level and breadth of knowledge to do the job</b>   | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| ✎ Excellent knowledge of the Education, Learning & Development, training, and employability field/opportunities.                                       | ✓                |                  |
| ✎ Excellent knowledge of employability-based workshops, skill support and activations.   | ✓                |                  |
| ✎ Sound understanding of apprenticeship process and national apprenticeship schemes.   |                  | ✓                |
| ✎ Understanding of effective assessment and project evaluation methods.  | ✓                |                  |
| ✎ Knowledge of quality assurance processes and practices.  | ✓                |                  |
| ✎ Understanding of how to effectively implement a project delivery plan.   | ✓                |                  |
| ✎ Ability to deliver engaging and impactful employability sessions.  | ✓                |                  |
| ✎ Knowledge of financial wellbeing support and session content.  |                  | ✓                |
| ✎ Knowledge of employment networks across Wolverhampton.   |                  | ✓                |
| <b>Technical/work-based skills: skills specific to the job</b>   | <b>Essential</b> | <b>Desirable</b> |
| ✎ Ability to adapt and diversify to meet the needs of participants and projects.   | ✓                |                  |
| ✎ Safeguarding reporting procedures knowledge, understanding and experience.   | ✓                |                  |
| ✎ Experience of recruiting participants to employability programmes.   | ✓                |                  |
| ✎ Ability to support the delivery of appropriate session to meet the needs of the young people and adults at risk.                                     | ✓                |                  |
| ✎ Strong IT and presentation skills.   | ✓                |                  |
| ✎ Moderate competency around monitoring and evaluation.  | ✓                |                  |
| ✎ Ability to manage your own workload and effective time keeping.  | ✓                |                  |
| ✎ Experience of collecting project data.   | ✓                |                  |
| ✎ Experience of supporting referrals onto projects.  |                  | ✓                |
| ✎ Experience of line managing a team of staff.   |                  | ✓                |
| ✎ Experience of working with project management platforms and software.  |                  | ✓                |
| <b>General skills and attributes</b>   | <b>Essential</b> | <b>Desirable</b> |
| ✎ Understanding of how to work safely with children and/or adults at risk and uphold generally accepted practice when working with those participants. | ✓                |                  |
| ✎ Availability for flexible working hours  | ✓                |                  |
| ✎ Ability to travel around the Wolverhampton Wanderers Foundation geographical area or to get to Molineux Stadium                                      | ✓                |                  |
| ✎ Committed to making a positive impact to beneficiaries   | ✓                |                  |
| ✎ Resilient and compassionate  | ✓                |                  |
| ✎ An energetic team worker   | ✓                |                  |
| ✎ A strong set of values that meets the organisations own values   | ✓                |                  |
| <b>Experience: proven record of experience in a particular field, profession, or specialism.</b>   | <b>Essential</b> | <b>Desirable</b> |
| ✎ Working with children and adults at risk   | ✓                |                  |



|  |                  |                  |
|--|------------------|------------------|
| 🛡️ Experience of working on employability projects and programmes  | ✓                |                  |
| 🛡️ Experience of working with NEET (Not in Education, Employment or Training) participants.  | ✓                |                  |
| 🛡️ Experience of reporting safeguarding incidents  | ✓                |                  |
| 🛡️ Working in a sports setting   |                  | ✓                |
| 🛡️ Experience of line managing/ leading people   |                  | ✓                |
| 🛡️ Experience of project management  |                  | ✓                |
| <b>Qualifications: the level of educational, professional and/or occupational training required</b>  | <b>Essential</b> | <b>Desirable</b> |
| 🛡️ Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop) | ✓                |                  |
| 🛡️ Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager                      | ✓                |                  |
| 🛡️ Level 3 Certificate in Education and Training (PTTLS) or equivalent level qualification.  | ✓                |                  |
| 🛡️ Level 4 Certificate in Education and Training (DTTLS) or equivalent level qualification.  |                  | ✓                |
| 🛡️ Post-holder must hold a valid driver's license.   |                  | ✓                |
| 🛡️ Post-holder to be educated at degree level or higher in a relevant area.  |                  | ✓                |
| 🛡️ Drivers Licence free of penalties and ownership of own vehicle.   |                  | ✓                |
| 🛡️ Tutoring or mentoring qualifications  |                  | ✓                |

**NB: This job description and personal specification is intended to be a general guide to the scope of the duties and not an inflexible specification.**



To apply for this Job Role, please complete the table below and the [Application Form](#) and [Diversity Monitoring Form](#) located on the [Wolves.co.uk Website](http://Wolves.co.uk Website) . Once all three forms are then completed, please email them to [FoundationJobs@wolves.co.uk](mailto:FoundationJobs@wolves.co.uk) no later than by the closing date outlined within the advertisement.

|   |   |
|---|---|
| Please outline the following:   |   |
| Your salary expectations for the role:  | £ |
| A summary as to why you are applying for Wolves Foundation as an organisation.<br><br>(No more than 100 words)  |   |
| A summary as to why you are applying for this vacancy specifically.<br><br>(No more than 100 words)   |   |
| An overview of your core values when reflecting on Wolves' five core spirit values (Progressive, Determined, Bright, Unity and Humble).<br><br>(No more than 100 words) |   |