



**Job Title:** Head of Education

**Salary:** Competitive

**Hours:** 37.5 hours per week

**Location:** Hull FC Community Foundation, Pickering Road, Hull, HU4 7AE

**About Hull FC Community Foundation:**

Hull FC Centre of Excellence is a further and higher education provider which provides full-time sports education to young people. The post holder will work with the further education team and students, aged 16-19.

They will have responsibility to lead on all aspects of delivery and coordination of the full-time study programmes, teaching on the NCFE Level 2 Diploma in Sport and/or NCFE Level Extended Diploma in Sport. This will include planning, delivering, and assessing work, mentoring learners, and working with colleagues to ensure learners meet accredited outcomes whilst contributing to the continued development of Hull FC Centre of Excellence initiatives.

**Job Purpose:**

The Head of Education will play a pivotal role in the planning, coordination, recruitment, and delivery of the COE Education programmes. As a member of the Foundation's management team, the Head of Education will be expected to lead and take operational responsibility for:

- Coordinating day-to-day running and delivery of the Education programmes.
- Develop strong and meaningful relationships with a range of stakeholders to deliver positive outcomes for our participants.
- Providing and facilitating programme sessions that are engaging and high quality.
- Creating strategic links between the programmes within the department, and wider organisation to develop the skills and experiences of all participants.
- Managing a budget and overall performance, ensuring financial sustainability of programmes and reporting requirements, and evaluating ongoing impact and satisfaction data.

**Key Responsibilities of the Role:**

- Plan and deliver the Education programmes.
- Assist young people and their parents/guardians throughout the process from initial application to the start of the activities through to completion of the programme. This will include parent's evenings, written communication, telephone calls and some home visits to more vulnerable young people who may need support.
- To identify and link with our key programme partners and stakeholders.
- Link with local universities, colleges, and youth organisations to identify & recruit participants for a variety of education programmes.
- Liaise with external recruitment teams and stakeholders to ensure effective delivery of education programmes
- To continually review, develop and improve Education delivery in line with grant monitoring & evaluation requirements.
- To achieve Education departmental KPI's in order to perform on the programme and achieve financial targets.

- Ensuring that all programmes delivered are fully risk-assessed.
- To establish positive relationships with links to people of all ages by adhering to the high standard of customer service expected of all Foundation staff.
- To ensure the required health & safety, welfare, and supervision of participants throughout the session in line with Foundation policies and procedures.
- Contribute to the successful delivery of the Foundation strategy linking across departments and supporting colleagues in all areas of the organisation.

**General Responsibilities of the Role:**

- Compliance with all Hull FC Community Foundation policies and procedures.
- To undertake such other duties as may be reasonably expected.
- To maintain professional conduct at all times.
- To undertake CPD as necessary in line with development of the role and required by the Foundation.

**Person Specification:**

<b>Education/Qualifications</b>	
Educated to degree level in a relevant subject area, or equivalent work-based qualification and experience	Essential
Project Management qualification or equivalent project delivery experience (minimum 1 year)	Desirable
QTS/PGCE or equivalent	Essential
Level 1 or 2 coaching qualification (in any sport/activity)	Desirable
Safeguarding Certificate (in date)	Desirable
First Aid Certificate (in date)	Desirable
<b>Knowledge and Experience</b>	
Experience of programme delivery for the young adult and adult age groups	Essential
Experience of working on youth intervention projects	Desirable
Experience of budget management and regular monitoring and reporting	Essential
Experience of coordinating events or programmes, from concept to implementation and evaluation	Essential
Relevant line management experience	Essential
Experience of working on a range of IT software/packages and data recording systems	Essential
Experience of managing and developing volunteers	Desirable
Track record of effectively dealing with serious incidents and managing safeguarding incidents	Desirable
Understanding the challenges facing our communities and the wider county agenda for education and employability	Essential
A broad knowledge of barriers that young people and adults may face and strategies to address where appropriate	Essential
A track record of building and managing successful partnerships and external stakeholder engagement	Essential

<b>Skills and abilities</b>	
Ability to work on own initiative	Essential
Ability to communicate and engage with others (contacts may include staff, managers, participants, stakeholders, and parents/carers)	Essential
Excellent organisational and planning skills	Essential
Participant focused and results orientated	Essential
Committed, self-motivated and driven	Essential
Strong commitment to high quality delivery and customer service	Essential
Ability to form strong and appropriate relationships with key stakeholders	Essential
<b>Equality &amp; Diversity</b>	
Must be able to recognise discrimination in its many forms and adhere to the Equality policies	Essential
Able to work within a diverse community and draw on individual strengths to promote equality & diversity	Essential
<b>Other</b>	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
Clean driving license & access to a vehicle	Essential

**How to apply:**

If you are interested in the above position, please send a short cover letter highlighting why you feel you are suitable for the position, an up-to-date CV and your salary expectation to James Price, Head of Community Foundation; [james.price@hullfc.com](mailto:james.price@hullfc.com) via email by 5pm on Friday 26<sup>th</sup> August 2022.

Unfortunately, we cannot reply to every application that we receive. If your application has been successful you will be contacted shortly after the deadline.