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## JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Youth Employability Officer
Department:	Community – Education
Contract type	Permanent 37 hours per week
Salary	£24,500 - £26,500 pa
Site:	SWFC Education Hub
Working Hours:	Typically, Monday – Friday 8:30am-4:30pm Evening and weekend work occasional
POSITION IN THE ORGANISATION	
Reports to:	Assistant Education Manager
OVERALL PURPOSE OF JOB	
<p>A partnership between Sheffield Wednesday Football Club Limited (SWFC) and The Football League Trust. The purpose of your role as Youth Hub Officer will be to deliver on our Employability Youth Hub. This programme will provide an opportunity for unemployed young people in Sheffield to access training and skills to enable them to find routes into employment. This individual should be passionate about helping NEETs (Not in Employment, Education and/or Training) into employment, or other positive destinations to move someone closer to employment. The individual should possess the skills to deliver innovative sessions to engage and develop learners.</p> <p>Your usual place of work shall be Hillsborough, Sheffield, S6 1TW; however, you may be required to travel to other locations (subject to business needs).</p>	
GENERAL DESCRIPTION – TASK RELATED	
<ul style="list-style-type: none"><li>• To provide opportunities and support for unemployed young people in Sheffield in order for them to find employment, training, education or move closer to employment.</li><li>• To develop partnerships with local businesses to provide routes into employment for young people.</li><li>• To challenge and motivate young people and promote self-esteem.</li><li>• To assist clients to discover and overcome their personal barriers and set goals, completing relevant documentation as required (E.G. Individual Learning Plans).</li><li>• Recruiting and retaining learners on the programme(s).</li><li>• To complete and update compliance documents for funding bodies.</li><li>• Conduct work placement visits in line with funding bodies' requirements.</li><li>• To work with the Employability team to deliver on employability programmes to meet organisational targets where appropriate.</li><li>• To organise and plan careers fairs, engaging and inviting potential employers and liaising with different job centres to invite businesses and other organisations to provide employment opportunities.</li><li>• Assist in the preparation and issuing of any student/customer correspondence/certificates.</li></ul>	



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- To assess and evaluate own performance against the aims of the programme(s).
- Assist in providing reports on the impact of the programme to funding bodies, partners and the Community Programme.
- Monitor students' overall attendance across the programme and complete registers as appropriate.
- Liaise with key partners of the programme such as; EFL Trust, Job Centre Plus, employer organisations. This list is not exhaustive.
- To complete all relevant paperwork records, filing and storing information as appropriate and compliant with GDPR.
- Conduct work in a manner which is satisfactory to internal and external quality assurance processes.
- To work across the Community Programme where appropriate and adhere to reasonable requests from your Line manager.
- Maintain and uphold customers safety and welfare.
- To support Equality Diversity & Inclusion practices and procedures in-line with the SWFC EDI action plan in supporting a culture of equality and fairness.
- To promote and adhere to safeguarding practices and policies, ensuring that any concerns are logged safely, securely and escalated through the CPOMS System, when necessary.
- To ensure all requests from the Club are managed.
- To maintain own Continuous Professional Development.
- To always represent the organisation in a professional manner.

#### **QUALIFICATIONS:**

##### **ESSENTIAL:**

- Full UK Driving License and use of a vehicle.
- Maths and English GCSE grades at 'C/4' or above **or** Equivalent
- Emergency First Aid

##### **DESIRABLE**

- PGCE or Level 3 Award in Education and Training (PTLLS) or be willing to work towards.
- Level 3 Diploma in Youth Work Practice or above or equivalent.
- Level 3 Certificate in Advice and Guidance or above or equivalent.
- Level 3 Certificate in Assessing Vocational Achievement (CAVA) or above or equivalent.

#### **SKILLS & EXPERIENCE:**

##### **Skills/ Competencies**

- Clear understanding and knowledge of strategies to engage NEET individuals.
- Competent leadership skills.
- Decision making.
- Ability to use your own initiative to meet the needs of the programme.
- Excellent communication skills and the ability to motivate customers, encouraging positive outcomes.
- Knowledge and understanding of issues affecting individuals in accessing/gaining employment.
- A clear understanding and knowledge of Safeguarding and Child Protection.
- Local knowledge of education and/or employers in Sheffield.
- Strong team and work ethic, working collaboratively with others and ensuring maximum participation within teams and across the charity.
- Competent with use of IT and IT based systems.



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- Demonstrate a passion to deliver high-quality service to internal and external customers.
- Complete work to high standards consistently, identifying ways to improve efficiency and effectiveness.
- Seeks out opportunities to develop and improve self and others for the benefit of the Community Programme.
- Ability to produce case studies on the programme.

**Experience**

- working with NEETs (Not in Employment, Education and/or Training)
- Working with challenging and vulnerable young people.
- Working with learners who have Special Educational Needs and/or Disabilities.
- Monitoring and evaluating programmes through quality processes.
- Working with awarding bodies.

SWFCCP is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

SWFCCP is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such you will be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service and prior to taking up any role.

[A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.](#)

If you feel you have all the qualities and experience, please send Application form and CV to [rachel.stewart@swfc.co.uk](mailto:rachel.stewart@swfc.co.uk)

**Closing Date: 29<sup>th</sup> October 2023**