

Traineeship Officer Job Profile



Sheffield Wednesday Football Club Community Programme	Key Responsibilities	Personal Requirements
<p><u>The Community</u> A partnership between Sheffield Wednesday Football Club Limited (SWFC) and The Football League Trust.</p> <p><u>Your Role's Purpose</u> The purpose of your role as Traineeship Officer is to ensure all a high-quality Traineeship provision is intended and implemented, creating a significant impact in doing so.</p> <p><u>Your Reporting Manager</u> Education Manager</p> <p><u>Your Place of Work</u> 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>	<ul style="list-style-type: none"> • To coordinate and deliver on all traineeship programmes to meet targets. • Recruiting and retaining learners on programme. • Set up, manage and quality assure a range of internal and external work experience placements. • To assess and evaluate the programme against its learning aims. • Provide reports on the impact of the programme to funders, partners and the Community Programme. • To complete all relevant paperwork records, filing and storing information as appropriate and compliant with GDPR. • To complete and update compliance documents for funders. • To prepare and issue any student correspondence/certificates. • Monitor student's 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. • Complete risk assessments of work placements in line with appropriate requirements. • Conduct work placements in line with funders requirements. • To liaise with marketing companies for website news bulletins. • To work across the Community Programme where appropriate. • Maintain and uphold learner's safety and welfare. • Report any safeguarding concerns to the Designated Safeguarding Officer immediately. • To ensure all requests from the club are managed. • To maintain own CPD. • To always represent the organisation in a professional manner. 	<p><u>Core Competencies</u> Clear understanding and knowledge of Traineeship programmes. Organisation of multiple projects. Knowledge and understanding of issues affecting individuals in accessing/gaining employment. Knowledge of strategies to engage NEET individuals. 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 ensures maximum participation within teams and across the charity. Competent with use of IT and IT based systems. 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. Design and develop schemes of work to a high-quality.</p> <p><u>Personal Qualities</u> Driven, Strong Minded, Adaptable, Hard-working, Team orientated.</p> <p><u>Qualifications/Training</u> PTTLS or equivalent Level 3 or above teaching qualification. Full UK Driving License and use of a vehicle. Math's and English GCSE grades at 'C' or above. Satisfactory DBS check. First Aid.</p> <p><u>Experience</u> Minimum of 1 years' experience delivering on or coordinating education, traineeship or employability programmes. Proven track record of similar successful programmes & developing partnerships with local employers. Experience of successfully working with challenging and vulnerable young people. Experience of working with learners who have Special Educational Needs and/or Disabilities. Experience of managing programmes. Experience of monitoring and evaluating programmes</p>

You may be expected to do conduct yourself in other ways and undertake different duties which are reasonable, in the opinion of the Sheffield Wednesday Football Club Community Programme. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the business.