



**COMMUNITY  
FOUNDATION**

**T**RUST  
**P**ARTN**E**RSHIP  
**S**HARE  
**C**OMM**I**TMENT  
**N**ET**W**ORK  
**C**OLLAB**O**RATE  
**S**UPPORT  
**W**ORK



**Job**

**Application pack**



# Our Mission

To work with AFC Fylde and local organisations to use the brand of football and the power of sport to engage, empower, and enable the Fylde population to fulfil their potential and thrive.

# Our Aim

To engage all members of the Fylde community, enabling them to make a positive difference to their lives and addressing the inequalities that exist across our communities.

# Our Values

- 1 Collaborative in all we do**
- 2 Inclusive and Diverse in our approach**
- 3 Innovative in our actions**
- 4 Supportive of our team**
- 5 Ethical and Transparent**
- 6 Environmentally Sustainable**





# Job Vacancy

## Employability, Education & Skills Officer (Adults)

**Hours: 37.5 hours per week, inc. some evenings and weekends**

**Length of Contract: Fixed Term until 31st March 2026**

**Salary: £24,500 - £25,499 per annum (dependent on experience)**

**Location: Borough of Fylde**

### Role Summary:

- AFC Fylde Community Foundation is recruiting an Employability, Education and Skills Officer (Adults) to join its successful and respected team. The postholder will be delivering key projects to the Fylde community, supporting people into employment, education or training by way of bespoke support.
- The successful candidate will engage with the local community to offer a relevant, accessible and engaging employability and skills programme, through developing people's personal and social skills. The role requires a passion for delivering bespoke support as well as delivering innovative courses, programmes and activities to engage unemployed and economically inactive adults. There will also be a requirement to network with local agencies in the public, private and voluntary sectors to deliver positive outcomes for project participants.

### Guidance and Authority:

- The Employability, Education and Skills Officer (Adults) will report directly into the Employability, Education and Skills Manager.

### General:

- Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the Foundation.
- 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 above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.





## Main Role and Responsibilities:

- Plan, deliver and evaluate employability, education and skills projects including Fylde Focus 19+' that both up-skill and raise the aspirations of adults.
- Identify and recruit participants, working alongside local partners and the Foundation's media team.
- Provide mentoring support to participants, develop individual learning plans to help them achieve their best and identify suitable exit routes into employment, education or training.
- Develop group sessions and group work with claimants who are on a similar journey (an opportunity to share experiences, barriers and challenges they face).
- Develop and maintain positive relationships with the Jobcentre Plus and the DWP to recruit individuals onto the various employability programmes.
- Facilitate work experience placements that support both the participant and the employer.
- Work with individuals, communities, community organisations and partners in a planned way to promote the aims and objectives of the programmes.
- Build and develop a network of local referral partners across the County to ensure the programmes are accessible to those most in need.
- Where possible and needed, encourage and support participants to engage in other programmes offered by AFC Fylde Community Foundation.
- Collect the required monitoring information and ensure it is recorded accurately on the VIEWS on-line monitoring and evaluation system.
- Ensure all activities are correctly monitored with the appropriate risk assessments and health and safety procedures put in place.
- Be a flexible member of the AFC Fylde Community Foundation team and when requested assist in the delivery of other projects and activities including evenings and weekends.





## **Health and Safety:**

- Fully endorse, demonstrate, and carry out the Foundation's health and safety policy.
- Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of procedures for evacuation with regards to fire safety.
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.

## **Safeguarding:**

- The Foundation is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the group's premises. The employee must report any misconduct or suspected misconduct to the Foundation's Safeguarding Officer and Chief Executive Officer.

## **Person specification (essential):**

### **Qualifications & Experience**

- Proven track record of working on employability and skills programmes.
- Proven track record of mentoring adults in an employability and skills environment.
- Demonstrable experience of working within partnership and multi-agency programmes.
- Full UK driving license and use of vehicle.

### **Knowledge & Skills**

- Excellent communication and engagement skills.
- A clear understanding of the barriers people face with employment, education or training.
- Ability to effectively plan and prioritise own workload.
- Sound understanding of issues around equality and diversity and how this can affect programme participants.
- Ability to educate, guide and inspire adults to make positive choices to improve their lives.

## **Person specification (desirable):**

### **Qualifications & Experience**

- Experience of working in a charitable community organisation.
- Experience of using online monitoring and evaluation tools to manage projects/ programmes.
- Safeguarding qualification(s).
- Evidenced experience in mentoring individuals.

### **Knowledge & Skills**

- An understanding of Fylde's economic landscape and geographical areas.





## **Equal Opportunities:**

- AFC Fylde Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## **Benefits:**

- Company pension scheme
- 33 days annual leave (including bank holidays)
- Access to charity worker discounts
- Bespoke Learning and Development programme
- Free Holiday Camp places for age related dependants
- Staff uniform
- Free on-site parking
- Company pension scheme
- Employee of the Month rewards

## **Job Review:**

- The job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

## **How to apply:**

- To formally apply, a C.V. (2 pages maximum) and covering letter (2 pages maximum) must be submitted via email to the Foundation's Deputy Chief Executive Officer, Brett Whitehead at [brett.whitehead@afcfylde.co.uk](mailto:brett.whitehead@afcfylde.co.uk), by Wednesday 19th March, 17:00. Please clearly outline within your application how you meet the Person Specification. Interviews will be held w/c 24th March.
- For any further information or to discuss the vacancy, please email [brett.whitehead@afcfylde.co.uk](mailto:brett.whitehead@afcfylde.co.uk)





**COMMUNITY  
FOUNDATION**

**COME ON YOU**  
**BORNTOBEFYLDE**



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