



**COMMUNITY
FOUNDATION**

TRUST
PARTN**E**RSHIP
SHARE
COMM**I**TMENT
NET**W**ORK
COLLAB**O**RATE
SUPPORT
WORK



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 Co-ordinator

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

Length of Contract: Fixed Term until 31st March 2026

Salary: £25,500 - £26,999 per annum (dependent on experience)

Location: Borough of Fylde

Role Summary:

- AFC Fylde Community Foundation is recruiting an Employability, Education and Skills Co-ordinator to join its successful and respected team. The postholder will be delivering key work readiness 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 work readiness programme, through developing people's personal and social skills as well as wider their wider health and wellbeing. The role requires a passion for delivering both group and one-to-one support through programme delivery, activities and events. 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 such as jobs fairs, mock interviews, key note speakers and work placements.

Guidance and Authority:

- The Employability, Education and Skills Co-ordinator 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 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, recruit for, deliver and evaluate the Foundation's work readiness programme, 'Training Ground', including facility booking, managing AQA qualifications, and liaising with internal and external delivery partners.
- Proactively identify and recruit participants and set cohorts, working alongside local partners and the Foundation's media team.
- Provide group and one-to-one mentoring support to participants, develop individual learning plans to help participants achieve their best and identify suitable exit routes into employment, education or training.
- Develop cohorts with claimants who are on a similar journey (an opportunity to share experiences, barriers and challenges they face) ensuring session delivery is bespoke to them.
- Develop and maintain positive relationships with a range of stakeholders such as Job Centre Plus, DWP, Fylde Council, Lancashire County Council and YMCA to recruit individuals and cohorts onto 'Training Ground'.
- Plan and execute work experience placements, apprenticeship partners and jobs fairs that support both participants and the organisations.
- Work with individuals, communities, community organisations and partners in a planned way to promote the aims and objectives of 'Training Ground'.
- Build and develop a network of referral partners across the County to ensure that 'Training Ground' is available to those in need within Fylde.
- 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.
- Complete all paperwork and evaluations relating to learner AQA qualifications.
- 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.
- Ensure all services and activities are correctly monitored with the appropriate risk assessments, safeguarding measures and health and safety procedures put in place.
- 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.
- 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.
- Considerable experience in delivering both group and one-to-one support for beneficiaries.
- Proven track record of supporting and mentoring a diverse range of people within the community.
- Demonstrable experience of leading the relationship within partnership and multi-agency programmes.
- Full UK driving license and use of vehicle.





Person specification (essential) continued:

Knowledge & Skills

- Excellent communication and engagement skills.
- Emotional intelligence that places the learners' needs at the heart of the work.
- A clear understanding of the barriers or concerns people face with employment, education or training.
- A strong understanding of the labour market and how government/political policies affect this.
- 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, inspire and signpost people 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).
- Teaching qualification(s).
- Experience with Health and Wellbeing projects.

Knowledge & Skills

- An understanding of Fylde's economic landscape and geographical areas.
- Knowledge of a variety of local business networks.
- Experience in planning jobs fairs and recruitment events.





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 consider changes and developments in service and Foundation requirements. Any changes will be discussed fully with the post holder in advance.

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, 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





**COMMUNITY
FOUNDATION**

COME ON YOU
BORNTOBEFYLDE



community@afcfylde.co.uk



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