



**job application
pack**

stronger · healthier · more active communities

VISION

Our vision is clear and ambitious:
Stronger, Healthier, More Active
Communities

MISSION

To work with Fleetwood Town Football Club
and our key partners to inspire, empower,
and help individuals and communities to
improve their physical health and
mental wellbeing

VALUES

- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

Job Vacancy

Employability Coordinator

Job Title: Employability Coordinator

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX

Salary: £21,000-£24,000 (Pro Rata)

Employment Type: Part Time (15 hours per week)

(1 year fixed term contract)

Weekdays, Evenings, with the potential to work weekends. (Hours determined by the needs of the service)

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

Having successfully attained charitable status, the challenge for the Trust is now to reach even more people and increase the role we play in the local community. The Trust offers many diverse activities that aim to provide the people in Wyre and Fylde with the opportunities to participate and enjoy themselves in a fun, friendly environment.

Purpose of Position: Due to the growth of the organisation and the Community Cohesion department, we are currently recruiting an Employability Coordinator to support strategically plan and implement the delivery of the Find Your Future initiative in Wyre.

We are looking for forward thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team.



Key Responsibilities:

- To be responsible for the coordination of Find Your Future, the Trust's flagship employability initiative.
- Work with individuals in supporting their health and wellbeing and whilst also gaining key independent life skills.
- Provide links to external work placement opportunities.
- Mentor and develop working relationships with adults relevant to the project area, signposting to additional internal and external activities.
- Complete and maintain individual learning plans, progress reviews and monitoring reports for each external funding organisation.
- Work collaboratively with a range of stakeholders, with the aim of identifying suitable referrals and providing further opportunities and workshops to those involved.
- Conduct 1:1 interventions and activities with individuals, identifying their needs through assessment and tailoring sessions to support them whilst managing risk.
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place.
- To support with the collection of project and participant outcomes, through survey's, case studies and other measuring tools across all project area's.

Skills and Qualifications Required:

Essential:

- Minimum of GCSE Level C or above within English, Maths and ICT
- Training and mentoring skills
- Up-to-date Safeguarding and First Aid Qualifications
- Strong interpersonal skills for communicating with a range of people and partners
- Excellent planning, organisational & time-management skills
- Competent IT skills (including Microsoft Office and monitoring platforms such as Views)
- Ability to work under own initiative and meet timescales
- Knowledge of local agencies to link in with
- Minimum of 2 years experience of working within a community focussed setting
- Relevant experience of organising coordinating a project
- Experience of delivering 1-1 mentoring and intervention sessions
- Understanding of safeguarding, health and safety and equality principles, policies and procedures

Skills and Qualifications Required (continued):

Essential:

- Experience of working with participants Not in Education, Employment or Training (NEET)
- Experience in writing, developing and delivering educational lessons, workshops and/or session plans.
- Full UK Driving Licence & access to a suitable vehicle for work
- Positive attitude to work & dedication to making a difference

Desirable:

- Degree in relevant subject (e.g. Sport)
- More than one Sport or Fitness Qualification
- Experience of data collection for monitoring and evaluation purposes.

General Responsibilities:

Health and Safety

To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

Self-Development

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole



General Responsibilities (continued):

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment.

To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.



STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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