



Job Role: Employability Manager	Salary: £33,000.00	Hours: 35 hours per week (2-year fixed term)
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Job Purpose:

To create and manage a comprehensive employability programme for Trust participants that support their transition from education to employment by:

- Creating a Sports Industry Learning Hub in partnership with Leyton Orient Football Club and other providers, including developing a comprehensive offer of insight days, volunteering opportunities, apprenticeships, work fairs and placements leading to part time and full-time education courses and employment.
- Building and managing a short qualifications portfolio to attach to current provision, across all projects.
- Using Trust experience and expertise in Sports, Business, Community engagement and Media to help upskill and prepare all Trust participants for the world of work.
- Managing existing employability programmes and delivery and Employment/Life skills Officers and Coaches including Portal Trust and EFL Trust and GLA Programmes
- Researching and applying for further funding opportunities to deliver an Employability/Careers offer including advice and guidance to partners.
- leading on, developing and monitoring for the Trust and all Trust staff a comprehensive continuous professional development programme to help retention and progression

Main tasks:

- To build sustainable networks with partner institutions and other agencies and partners, giving learners involved with Trust projects the opportunity to explore careers and opportunities in the Sports, Esports and Football Industry.
- To use existing contacts in the Trust, LOFC, schools, colleges, institutions, the council and make new contacts to build Careers Lead networks.
- To sustain current funding sources and identify, apply and secure new funding streams to grow and strengthen the Employability offer
- To manage a team of officers/coaches coordinating a weekly timetable of sessions with young people and managing the design, development and review of coaching for identified young people including sourcing resources for journaling, action planning and reliable tools for assessing employability and life skills.
- To Manage the current provision of Employability/Life Skills programmes, including ensuring smooth liaison with partner institutions and ensuring the required contact and reports for partners are kept up to date and shared.
- To set up and host Careers Fairs, Job Fairs and Mock Interview Days, to help participants access the latest job opportunities and FE/HE providers to suit chosen pathway, appropriate to their needs and interests.
- To establish cross curricular work placements and training courses linked to the Football Club covering a range of skills including marketing, communications, catering, events management, hospitality, retail, ground keeping and stewarding.
- To organise and deliver buddying, Industry talks, commercial insights events and activities from Key Club personnel.
- To research Careers Guidance opportunities in schools and how the Trust could get commissioned.

- To attain knowledge and appreciation of the range of activities, courses and organisations that could be drawn upon or signposted to as additional resources.
- To provide more in-depth opportunities for young people to explore different career pathways, enabling them to choose a path, action plan and execute the plan, to apply and then remain on their chosen pathway.
- To design, develop and review the coaching for identified young people including creating and accessing resources for journaling, action planning and a reliable tool for assessing employability skills.
- To build on current offer of short qualifications around Employability, Coaching, Leadership, Sports/Esports, Health and Digital Skills and develop a pathway for participants of all ages.
- To create and implement a Continued Development Programme for LOT staff that overarches the different departments and their needs, including an initial audit of qualifications gained and then further training or qualifications required
- To support the development of Club and Trust workforce and fan base through ticket promotion and tours and 'selling' the Club to its students and partners including working with Club commercial and charity partners to help support WF College. Plan and organise a 'Club Takeover Day'.
- To undertake additional relevant duties as may be required.
- Develop self and others - To make every effort to access professional development opportunities.

PERSON SPECIFICATION

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
1.1 Ability to build effective working relationships with young people, recognising strengths, aspirations and abilities and helping to develop their potential.	Application Form/Interview
1.2 Ability to build effective working relationships with partner organisations. Network with others to develop services for the benefit of the service users.	Application Form/Interview
1.3 Ability to promote a positive ethos and to role model positive attributes	Application Form/Interview
1.4 Ability to adapt own approaches in order to meet the needs of vulnerable or challenging young people	Application Form/Interview
1.5 Knowledge/experience of the different routes and pathways a young person can take towards their chosen career	Application Form/Interview
1.6 Experience of the preparation/identification of resources to support life and employability skills	Application Form/Interview
1.7 Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners.	Application Form/Interview
1.8 Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
1.9 Developing Self and Others - Ability to question and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise.	Application Form/Interview
2. Experience/Qualifications/Training etc	
2.1 Management Experience in the areas of Employability/Life Skills/Mentoring/Well Being. Those on a relevant course or willingness to pursue one would be considered.	Application Form
2.2 Project Management and Staff Management experience	Application Form/Interview
2.3 Bid writing and fund raising experience	Application Form/Interview
2.4 Experience of working with children, young people and young adults within an educational setting.	Application Form/Interview
2.5 Willingness to participate in relevant training and development activities and evidence of ongoing CPD.	Application Form/Interview
2.6 Experience of working with vulnerable/challenged/challenging children and young people.	Application Form/Interview
3. Work Related Circumstances	
3.1 High expectations of all young people, respect for their social, cultural, religious and ethnic background and a commitment to raising the achievement and self-esteem of children and young people.	Application Form/Interview
3.2 Ability to build and maintain successful relationships with young people, to treat them consistently, with respect and consideration and to demonstrate empathy, be non-judgemental and have unconditional positive regard to build trust.	Application Form/Interview
3.3 Demonstrate and promote positive values, attitudes and behaviour with the young people in setting(s).	Application Form/Interview
3.4 Ability to work collaboratively with school staff, colleagues and staff within agencies and partner organisations.	Application Form/Interview
3.5 Ability to develop own practice through discussion, observation and evaluation with others.	Application Form/Interview
3.6 Experience of working in Charities	Application Form/Interview
3.7 Experience of working in a Club Community Organisation	A Application Form/Interview application Form/Interview
3.8 Experience of working with Professional Football Clubs	Form/Interview