

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Project Officer – Careers (NU Futures)
RESPONSIBLE TO:	Project Coordinator
RESPONSIBLE FOR:	N/A

JOB SUMMARY:

To deliver high quality careers and guidance-based education programmes in secondary schools and pupil referral units in Newcastle, North Tyneside and Northumberland which use the brand of Newcastle United Football Club and the passion for football to inspire students to reach their potential.

The role requires a passion for delivering innovative courses, programmes and activities to engage secondary school pupils in learning and developing key employability skills.

MAIN DUTIES:

Direct or Indirect responsibility

Duties/Responsibilities	D/I
<ul style="list-style-type: none"> To deliver the NU Futures career and employability programme to secondary school pupils. 	D
<ul style="list-style-type: none"> To plan, deliver and evaluate sessions, workshops and activities at schools across the North of Tyne Combined Authority Area, at NUCASTLE and at St James’ Park. 	D
<ul style="list-style-type: none"> Support pupils who may face barriers to learning – displaying empathy, trust and rapport. 	D
<ul style="list-style-type: none"> Ensure an excellent standard of delivery and to lead on all activities, taught sessions and workshops at both practical and theory-based activities 	D
<ul style="list-style-type: none"> Ensure registration and monitoring information is collected and data entry completed as required to meet internal and external deadlines and external assessment criteria. 	D
<ul style="list-style-type: none"> Ensure the appropriate supervision and safeguarding of participants, following Foundation and school policies and procedures. 	D
<ul style="list-style-type: none"> Ensure that courses and activities meet the needs of all pupils including those with disabilities and additional barriers to learning. 	D
<ul style="list-style-type: none"> Supervise pupils during sessions, adhering to any behaviour management protocol to be followed. 	D
<ul style="list-style-type: none"> Help the Foundation seek feedback from pupils and teachers. 	D
<ul style="list-style-type: none"> Support colleagues to deliver other secondary education programmes and events as required. 	D
<ul style="list-style-type: none"> Support the Project Coordinator to produce resources and learning materials. 	D

<ul style="list-style-type: none"> • Present a professional image of Newcastle United Foundation at all times, wearing officially branded kit when appropriate. • Regularly identify and share good news stories with the Communications Manager 	D
	D

PERSON SPECIFICATION

Essential or Desirable Requirement

Qualification/Education	E	D
<ul style="list-style-type: none"> • Maths and English GCSE or equivalent 	E	
<ul style="list-style-type: none"> • Teaching qualification or award (e.g. PTTLs) 		D
<ul style="list-style-type: none"> • Valid Emergency First Aid Award and Valid Safeguarding award (training can be provided) 	E	

Experience	E	D
<ul style="list-style-type: none"> • Experience and knowledge of Careers Education, Information, Advice and Guidance (CEIAG) 		D
<ul style="list-style-type: none"> • Delivering learning programmes that engage secondary school pupils in a paid or voluntary capacity. 	E	
<ul style="list-style-type: none"> • Developing schemes of work, lesson plans and accompanying resources 		D
<ul style="list-style-type: none"> • Experience of working as a teaching/learning support assistant in a paid or voluntary capacity. 		D
<ul style="list-style-type: none"> • Experience of working with young people facing barriers to participation or learning 	E	

Specialist Training	E	D
<ul style="list-style-type: none"> • Behaviour/conflict management 		D
<ul style="list-style-type: none"> • Assessors/moderation qualification 		D
<ul style="list-style-type: none"> • Careers and personal development qualification/training <i>(Specialist training will be offered in the role)</i> 		D

Aptitude or Skill	E	D
<ul style="list-style-type: none"> • An ability to build good working relationships with both pupils and teachers 	E	
<ul style="list-style-type: none"> • Good organisational skills 	E	
<ul style="list-style-type: none"> • Flexibility and creativity 	E	
<ul style="list-style-type: none"> • Excellent literacy and numeracy skills 	E	
<ul style="list-style-type: none"> • Ability to manage groups of pupils and deal with challenging behaviour 	E	
<ul style="list-style-type: none"> • Good IT skills 	E	
<ul style="list-style-type: none"> • Able to work as a part of a team 	E	
<ul style="list-style-type: none"> • Able to work independently 	E	
<ul style="list-style-type: none"> • An understanding of and commitment to equality and diversity 	E	
<ul style="list-style-type: none"> • Able to use own transport 	E	

Personal Characteristics	E	D
<ul style="list-style-type: none"> • Passion for helping pupils learn • Desire to maintain up-to-date qualifications • An understanding of and commitment to equality and diversity 	E	
	E	
	E	

Special Terms

Special Conditions
This post is subject to an Enhanced DBS check. Some evening and weekend work will be required.
Working in different locations: Based at NUCASTLE, but with travel to locations across Gateshead and Newcastle, North Tyneside and Northumberland.

In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

GENERAL STATEMENT

All employees of the Foundation must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

SAFEGUARDING & WELFARE STATEMENT

The Foundation is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

If a role requires a CRC at Standard or Enhanced level (which may include checks against the Barred List), it is exempt from the Rehabilitation of Offenders Act (1974). Therefore all convictions, including all spent convictions that may not been subject to filtering by the disclosure should be declared on the documents provided as part of the recruitment process.

EQUALITY STATEMENT

The Foundation is also committed to equality and diversity and believes in equal opportunities for all. We require all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

You are required to ensure a positive attitude towards equality and diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundations equality policy. You must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote positive working relationships between all internal and external stakeholders.

DECLARATION

I acknowledge receipt of this job description. I have read, understood and agreed the terms outlined above. I understand that I must adhere to the requirements of this role for the duration of my employment. I further acknowledge and understand that the requirements of this role will change and evolve over time and that I must adhere to the requirements of the role as they apply from time to time. I also acknowledge and agree that I may be issued with an alternative job description to reflect my role as it changes over the course of my employment.

Following an offer, and acceptance, of employment I acknowledge and agree that I may be added to one or many of the different software system providers that the Foundation uses (which may change from time to time) in order to administer my employment, to facilitate my role and my employee benefits and for the purposes of effective communications.

Employee Name: _____

Signature: _____ Date: _____

LM Signature: _____ Date: _____

HOD Signature: _____ Date: _____

HR Signature: _____ Date: _____