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Bath Rugby

## **JOB DESCRIPTION**

<b>Job title:</b>	Employability Officer
<b>Full time:</b>	37.5 hours per week
<b>Reporting to:</b>	Operations Manager
<b>Salary:</b>	£21,000

### **Post**

Reporting to and working with the Operations Manager, the Employability Officer will be responsible for overseeing the delivery, organisation, quality assurance and monitoring and reporting of the Foundation's Employability programmes in schools and community settings throughout Bath and the surrounding areas. The Foundation's programmes aim to empower young people to create a better future for themselves by using sport as a vehicle for social change. The programmes overseen by the Employability Officer are designed to engage hard to reach young people who are, or at risk of becoming, NEET (not in education, employment or training) to give them the skills and qualifications they need to get back on their feet.

The Employability Officer will be a highly skilled, knowledgeable and experienced coach with a proven track record of using sport to develop physical, personal and



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social skills and delivering education and health messages. They will also have an interest in building their understanding of how to develop current and new programmes to meet the needs of the children and young people we work with.

## **Responsibilities**

### Programme Delivery

1. Oversee and lead the planning and delivery of the Foundation's Employability programmes.
2. When delivering, ensure all equipment is correctly set up, maintained, returned and stored.
3. When delivering, ensure activities are delivered in a safe environment for all.
4. Plan and lead classroom based sessions which deliver education and health messages.
5. Work collaboratively with other Bath Rugby Foundation staff, apprentices, volunteers and other local organisations to deliver the sessions.
6. Regularly review own sessions and programme content to ensure they are delivered to a high standard and to maintain professional development.
7. Oversee the completion of Employability programme admin tasks and undertake Foundation admin as required.
8. Foster, maintain and strengthen Bath Rugby Foundation partnerships and relationships with recipients of Employability programmes, key sponsors, training providers and stakeholders etc.

***N.B. Please note, you will also be required to deliver sessions across all areas of the Foundation's work.***

### Programme Management

1. Oversee the development of high quality session plans/schemes of work as a guide for coaches delivering on Employability programmes.

2. Oversee the collection of the required monitoring and evaluation information by all staff delivering on Employability programmes.
3. Oversee the organisation of the day-to-day running of Employability programmes.
4. Oversee the maintenance of current kit and ordering of new kit required for the effective delivery of Employability programmes.
5. Coordinate and manage Foundation staff and volunteers who deliver Employability programmes.
6. Provide appropriate mentoring, support, guidance and advice to other coaches, volunteers etc.
7. Ensure Employability programme Key Performance Indicators (KPI's) are met.
8. Agree programme budgets with the Operations Manager and ensure they are delivered in accordance with this.
9. Work with the Programme Development Manager to develop current/new Employability programmes which meet the changing needs of the children and young people we work with, and which are in line with the Foundation's vision, mission and values.
10. Complete invoices for all Employability programmes.

### Communications

1. Develop excellent working relationships with Bath Rugby Foundation personnel, participants, partners and other key sponsors and stakeholders.
2. Analyse and report monitoring and evaluation findings back to the Operations Manager, Head of Fundraising and any other relevant stakeholders or key sponsors.
3. Regularly communicate and feedback to the Operations Manager and other Foundation SMT about progress against KPI's or issues regarding programmes.
4. Work closely with the Marketing and Communication Manager and Operations Manager to develop and oversee programme promotion and the creation of professional resources.

5. Conduct themselves in a professional manner at all times (both in person and online).

### Safeguarding

1. Comply at all times with Health and Safety regulations and safe working practices in accordance with current legislation and as detailed in the Foundation's Health and Safety Policy and Procedures.
2. Follow and uphold the Foundation's safeguarding procedures and policies.
3. Work with the Safeguarding Officer to ensure relevant Health and Safety regulations and safe working practices are in place for all Employability programmes and are upheld by all staff.

**These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances.**

*N.B. Employees are expected to use annual leave outside of core delivery periods unless otherwise approved by the Operations Manager. Time off in lieu (TOIL) is to be agreed and booked with the Operations Manager when extra working time is being arranged.*

## PERSON SPECIFICATION

EXPERIENCE	Essential	Desirable
Planned, led and reviewed multi-sport coaching sessions in community, school or youth club settings.	X	
Worked with children and young people in a Youth Club, school or community setting developing personal, physical and social skills.	X	
Coached children and young people with disabilities.	X	
Undertaken daily project admin.	X	
Worked in partnership with other organisations (e.g. charities, local Government, commercial organisations etc.)	X	
Delivered classroom based sessions to children and young people in primary and secondary schools or alternative education settings (PSHE, health, educational topics).	X	
Organised and managed projects on a day-to-day basis.		X
Planned programmes/schemes of work to develop physical, personal and social skills and deliver educational and health messages.		X
Reported to and liaised with key stakeholders, NGB's, local rugby clubs etc.		X
Managing and coordinating staff.		X

<b>KNOWLEDGE</b>		
Excellent understanding of coaching rugby (tag, touch, contact)	X	
How to play/coach a variety of sports.	X	
Best practice and theory in coaching/teaching children and young people.	X	
Best practice and theory of health and safety practices and procedures.	X	
Best practice and theory of safeguarding children and young people.	X	
How to effectively adapt activities to enable all participants to be included and engaged in the session.	X	
How to reduce barriers to enable minority/disadvantaged groups access sport/education/employment.	X	
The issues currently faced by young people living in BANES and the surrounding areas (Young Offenders, NEETS, LSEG, BAME etc.).		X
An understanding of Government policies and strategies relevant to working with children and young people who are at risk of becoming NEET's.		X
An understanding of current research regarding children and young people who are at risk of becoming NEET's.		X
Understanding of assessment methods used in educational settings.		X
<b>QUALIFICATIONS</b>		
England Rugby Coaching Award or equivalent NGB Level 2.	X	
Enhanced DBS.	X	
Current First Aid certificate.	X	
Safeguarding certificate.	X	
Current Inclusive Coaching certificate.	X	
Level 2 Award in Multi-Skills Development in Sport.		X
NQT/QTS or other equivalent teaching qualification.		X
<b>ABILITIES &amp; SKILLS</b>		
Excellent communication including a range of delivery styles that can cater to different needs within a group.	X	
Excellent organisational and punctuality skills.	X	
Able to work independently.	X	
Self-motivated and a team player.	X	
Strong commitment to quality service delivery.	X	

General competence in IT skills, including email and programmes such as Microsoft Excel and Word.	X	
Able to adapt to different working environments e.g. schools, community, Youth Centres etc.	X	
To work well with and engage children and young people from a variety of backgrounds and with differing needs.	X	
Able to build good relationships with partner organisations.		X
Able to deliver presentations to colleague's and external organisations.		X
Analytical skills for the effective reporting of programmes and the completion of monitoring and evaluation of sessions.		X
<b>CIRCUMSTANCES</b>		
Able to work flexibly; daytime, evenings and weekends as required.	X	
Full driving licence with car or other means of travel.	X	
<b>EQUAL OPPORTUNITIES</b>		
Demonstrate a commitment to and understanding of the principles and issues relating to equal opportunities.	X	