

Job Description & Person Specification

Post: Traineeship Officer

Responsible to: Community Sports Trust Manager

Overall job purpose

Carlisle United Community Sports Trust is an independent charity affiliated to Carlisle United Football Club and this role reports directly to the Community Manager.

We are seeking an individual who is passionate about supporting people in their journey into employment through further education. The programme will provide an opportunity for unemployed people to access training and work placements to enable them to gain the skills and confidence to gain employment.

The post holder will therefore have a broad range of experience in building relationships with individuals from a range of backgrounds, alongside an ability to build and maintain relationships with employers.

Main Duties

- 1** To work effectively with the local partners to recruit individuals to the traineeship programme.
- 2** To Deliver an employability curriculum to trainees which includes Functional Skills Maths and English.
- 3** To develop partnerships with local businesses to provide quality work placement opportunities for trainees and to support through their placements
- 4** To challenge and motivate trainees and promote self-esteem.
- 5** To ensure the Safeguarding Manager is informed immediately of any concerns relating to any concerns over the trainees you will be supporting.
- 6** To attend regular meetings and maintain accurate records which measure the impact of your intervention and provide help with any administration relevant to referrals from outside agencies.
- 7** To provide regular written reports and case studies and liaise with Key workers as necessary.
- 8.** Other administrative tasks may include:
 - To comply with the Community Trust's approach to Education and Employability.
 - To perform other duties as reasonably assigned.
 - To Develop and maintain effective working relationships across the whole delivery team.
 - Must undertake any necessary internal or external training in accordance with company policies and procedures.

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- Will be required to demonstrate a positive attitude and work in a non-discriminatory way.
- To at all times represent Carlisle United FC Community Sports Trust in a professional manner regarding dress, presentation, personal hygiene and conduct.

General Duties & Accountabilities

- To support CUCST in their aims and objectives at all times.
- To ensure compliance with all relevant Club policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing CUCST and Carlisle United FC.
- To keep confidential any information gained regarding the Charity, Club and its personnel.
- To maintain a flexible approach to work at all times.
- To undertake other duties and responsibilities as required from time-to-time.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarded and promoted.
- To undertake any other duties as required by the Trust Manager.
- To promote the work of the organisation and ensure positive media is achieved through internal and external mediums – locally, regionally and nationally where applicable.

Other Responsibilities

Health and Safety

The post holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for everyone.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

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Person Specification

Criteria	Competency
Education & Qualifications	<ul style="list-style-type: none"> ○ Teaching qualification (Minimum Level 4) ○ Full driving licence and use of a vehicle. ○ Safeguarding & First Aid Certificate. ○ Five GCSEs at grade C or above.
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> ○ Knowledge of support methods to engage and develop NEET individuals. ○ Knowledge and understanding of issues affecting individuals in accessing/gaining employment. ○ Knowledge of agencies that can provide further support for trainees. ○ Knowledge of safeguarding and child protection. ○ Designing and developing schemes of work to a high standard. ○ Monitoring and evaluation of programmes. ○ Proven track record of successfully working with individuals who have various needs and who are hard to engage. ○ Ability to plan and develop creative and imaginative delivery programmes. ○ Developing partnerships with local employers and educational establishments. ○ Experience of working in the Charitable sector. ○ Experience of working on traineeship programmes. ○ Experience of managing challenging behaviour. ○ Delivery of Functional Maths and English.
Skills	<ul style="list-style-type: none"> ○ Ability to be set a project or task and to work with minimum supervision and meet deadlines. ○ Computer literacy including good working knowledge of Microsoft Word, Excel and Outlook. ○ Effective record-keeping discipline. ○ Excellent customer service and communication skills. ○ Ability to demonstrate high levels of care, accuracy, confidentiality and/or security when handling information. ○ Proactive and organised. ○ Good level presentational skills.
Personal Qualities & Commitment	<ul style="list-style-type: none"> ○ Flexible and pragmatic approach to work. ○ Professional but friendly outlook and attitude. ○ Self-motivated and enthusiastic and an ability to operate with own initiative. ○ Ability to work as part of and contribute to the value of a team approach. ○ Ability to work without supervision. ○ Able to remain calm and courteous at all times. ○ Willingness to participate in relevant training to ensure continuing Professional Development. ○ Self-discipline and ability to see a task or study through to the end.
Other factors	<ul style="list-style-type: none"> ○ Ability to work flexible hours within the normal working week. ○ Able to travel throughout Cumbria and outside the area for meetings and conferences. ○ The post is subject to a Disclosure and Barring basic check.

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