



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	Traineeship Coordinator	Job Reference: PNE-1126.
Salary	£21,000 - £25,000, dependant on qualifications and experience Company mobile phone, company laptop, expenses, pension, and use of a community pool car.	
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Employment	Full Time	
Closing Date	Friday 4 th March 2022	

Preston North End Community and Education Trust (PNECET) is seeking to appoint a dedicated and experienced Traineeship Coordinator to strategically lead and develop the delivery of its Traineeship in union with Preston College and the English Football League Trust.

PNECET is the official charity and community department of Preston North End Football Club. Utilising the power of Preston North End and football, we situate ourselves at the heart of the Preston community, providing a high quality service to improve lives. Our provision is centred around; Community Engagement, Education, and Health and Wellbeing. These services connect people from all walks of life, support all to achieve their goals and make positive changes to create a safer, stronger and more resilient community.

The Traineeship coordinator will be a member of the Education team and will play a vital role in the success of our Traineeship programme. The main responsibilities are to strategically develop and lead our provision offering a bespoke journey for 16-24 year-olds in Preston, studying a 12 week Traineeship programme. The Traineeship Coordinator will be responsible for organising, coordinating and delivering the programme whilst also overseeing the recruitment of the programme.

How to apply:

Please send your completed application for and equal opportunities form along with a letter of support. Please email your application to jobs@pne.com with subject title Reference PNE-1126. post to: F.A.O Business Support Officer, Preston North End FC, Deepdale, Preston. PR1 6RU.

Interview date: Thursday 10th March 2022

*Due to the availability of the interview panel, no additional times can be made available for interviews.

JOB DESCRIPTION		
1.	Job Title	Traineeship Coordinator
	Salary / Benefits	Company mobile phone, company laptop expenses, pension and use of a community pool car.
	Hours of Work	You will have a standard working week of a 37.5 hours. However, at times you will be expected to go above and beyond to meet the needs of the role. The role will include working some home match days as part of the community match day co-ordination.
	Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	Responsible To	Head of Education
	Responsible For	N/A
	Employment Type	Full-Time
	Overall purpose of the Job	<p>Working closely with the Head of Education you will be responsible for; strategically developing and leading our provision offering a bespoke journey for 16-24 year-olds in Preston, studying a 12 week Traineeship programme. Whilst organising, coordinating and delivering the programme and overseeing the recruitment of the programme.</p> <p>The Traineeship Coordinator will be responsible for the co-ordination and delivery of the Employability/Traineeship programme for 16-24 year-olds including but not limited to; Functional Skills, Maths and English, work preparation, work placement and personal development.</p> <p>You will be responsible for contributing to the charities strategic objectives, coordinating and monitoring the provision of the Traineeship programme including providing internal and external stakeholders with timely and robust information and communication.</p>
3.	Duties and Responsibilities	<p><u>Project Co-ordination</u></p> <ul style="list-style-type: none"> • Effectively lead the development of Traineeship programme • Strategically lead on the recruitment of learners including creating marketing materials and attending open days/promotional events/recruitment fairs/external agency referrals • Plan and deliver Functional Skills, Maths and English, work preparation, work placement and personal development. • Coordinate and develop quality work placement opportunities for students both internally and externally, establishing effective relationships across the club and with local employers and businesses • Support with devising toolkits and supporting documentation to ensure the effective delivery of employability programmes • Implement measurable quality standards for monitoring and evaluation across the Traineeship programme • Lead on internal communication and reporting to engage and enthuse staff in shaping and delivering effective employability provision, ensuring case studies and impact and maximised and shared

- Monitor potential safeguarding risks and work with the Designated Safeguarding Officer through the correct policies and procedures.
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place
- To support learners in the transition to other Education programmes and/or employment
- To create reports on Traineeship provision documenting progress against objectives for Head of Education, Deputy Chief Executive Officer, Chief Executive Officer, Trustees, and partners.

Financial

- To manage the resource budget for Traineeships, ensuring spend is correctly planned and on track
- To oversee the recruitment and retention of learners for our Traineeship programme ensuring targets are maintained.

Teaching

- To ensure the Traineeship provision is the highest of standards allowing learners to reach their full potential
- Plan and deliver quality employability workshops, supporting learners with CV and cover letters writing and job interview preparation
- To offer a curriculum with a wide range of experiences preparing learners for Higher Education and/or employment
- To support and cover lessons when required on other PNECET programmes
- Work closely with the Head of Education on quality assurance activities in relation to delivery, including seeking user/stakeholder involvement and feedback to enhance the impact and quality of provision
- Complete 1:1 learner reviews providing support and monitoring their attendance, work placement and progress against present targets to ensure positive outcomes.

Partnerships

- To ensure strong links are created and maintained with all key partners and stakeholder related establishments
- To link with internal and local partners to develop wider opportunities to benefit the learners curriculum and work placement opportunities.
- Develop and build positive relationships with a range of external agencies to support recruitment and referral of learners to the programmes.
- Support with managing sub contracted and partner delivery arrangements including planning, forecasting, reporting, and reviewing of provision
- Ensure all project partners are kept informed on progress of learners and that all monitoring and evaluation reports are completed on time.

1. Qualifications

Essential

- Educated to degree level
- Qualified Teacher
- Five GCSE's at grade C or above
- Full driving licence with access to own transport, including business insurance
- Safeguarding
- First Aid

Desirable	<ul style="list-style-type: none"> • D1 driving licence or willing to achieve • Mental First Aid • Level 3 Award in Assessing Competence in the Work Environment (or equivalent)
2. Experience/Skills/Abilities	
Essential	<ul style="list-style-type: none"> • Experience and knowledge within the education sector • Relevant and current subject knowledge of GCSE Maths and English • Experience and ability to create and deliver effective presentations • Knowledge and understanding of barriers and obstacles individuals face when moving into employment and training • Experience and ability to coordinate and develop programmes • Experience of financial management such as budgeting and spend • Experience and ability to write programme reports • Experience and ability to meet programme Key Performance Indicators (KPI) • Experience and ability to collate key programme data and evidence • Excellent verbal and written communication skills • Competent IT skills • Ability to work independently and collaboratively as a member of a team • Knowledge and understanding of safeguarding children and vulnerable adults • Ability to support and maintain positive relationships with students
Desirable	<ul style="list-style-type: none"> • Knowledge of the charitable sector • An understanding of Preston and the surrounding area • Previous experience working at a Football Club Community Trust

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 required.

Safeguarding Statement

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post does require a Disclosure and Barring Service check(DBS).

General Information

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.