



# EDUCATION OFFICER CANDIDATE PACK

**1stCentral.**  
PRINCIPLE PARTNER



OFFICIAL CHARITY OF  
SALFORD CITY FC



# WELCOME TO FOUNDATION 92

Thank you for your interest in becoming an Education Officer at Foundation 92. It's an incredibly exciting time to join the Charity as we continue our journey to make a positive difference to the lives of people in Salford and Greater Manchester.

Using the universal hook of Football, Foundation 92 works to proactively engage with a wide and diverse cohort of residents across the city of Salford and the Greater Manchester communities, who otherwise may face significant disadvantage, disengagement and isolation, through no fault of their own.

## About the Role

Foundation 92 is looking to appoint a dedicated, committed and experienced Education Officer who will be responsible for the delivery of Foundation 92's highly impactful and successful education programmes.

We look forward to receiving your application.



# ABOUT FOUNDATION 92

Foundation 92 is a Charity founded by the Class of '92 in 2018 to give back to communities and causes close to their heart, using the power of football. Sport has long been recognised as a significant tool to have a positive impact on the lives of people and communities.

The Class of '92 co-own Salford City Football Club, which itself has undergone a significant period of change in recent years. Foundation 92 is the chosen Charity of Salford City Football Club.

The Club has a growing fan base and heightened profile, supported by local people as well as those from further afield. Some people from the local community face significant challenges on a daily basis and the Class of '92 wanted to help and support people to overcome some of those challenges, starting in Salford and then Greater Manchester.

Foundation 92 has identified a number of priority areas, based on its Founders' passion, together with evidence of need and consultation in the community.

These are; mental and physical wellbeing, engaging people with a disability, supporting people who are homeless, and engaging young people who are at risk or, or have committed offences.

## OUR SERVICES



EDUCATION &  
EMPLOYABILITY



HEALTH &  
WELLBEING



PARTICIPATION & COMMUNITY  
ENGAGEMENT


## OUR MISSION

*Using the power of sport and education to bring communities together.*

*Providing opportunities, inspiring one another and helping Salford and Greater Manchester to thrive.*



# THE ROLE



<b>Job Title:</b>	Education Officer
<b>Reporting to:</b>	Education Manager
<b>Number of roles available:</b>	2
<b>Key Relationships:</b>	All Foundation 92 Staff.
<b>Hours of work:</b>	40 hours per week.
<b>Location:</b>	Salford.
<b>Salary:</b>	£24,000 per annum.
<b>Contract:</b>	Full Time.

# JOB DESCRIPTION

**Working throughout the Greater Manchester community, Foundation 92 is proud to deliver a wide and diverse range of high quality, high impact, sustainable health improvement, education, physical education and inclusion provision, which enables members of the community to lead healthy, positive and progressive lifestyles.**

Due to Foundation 92's increased delivery and engagement plans, an exciting opportunity has arisen for a motivated and committed Education Officer to join Foundation 92's ever expanding education team.

The post holder will be responsible for the delivery of Foundation 92's highly impactful and successful education programmes.

These programmes will be providing young people with bespoke mentoring, advice, guidance and support which helps create and sustain positive employment and training outcomes for some of Salford's most vulnerable residents.

Alongside this, the post holder will also have a passion and desire to ignite education within the primary schools sector and develop needs of individuals and groups both in school and the wider community.

The post holder will be required to have a minimum of two years education and mentoring support experience, specifically working with young people in key stage one and two, and those living with multiple complex needs, which may include a disability, empowering each individual to achieve their potential in a sustainable and impactful manner.

The post holder must also possess a nationally recognised teaching qualification, such as; PTLLS, as well as having experience in the delivery of holistic, rounded and person centred education and stabilisation mentoring, enabling young people who otherwise may not achieve their potential within mainstream education and mentoring provision.

All post holders will be required to complete an Enhanced DBS clearance prior to the commencement of employment.

# KEY RESPONSIBILITIES

- To design, plan and deliver a range of high-quality education sessions which are accessible to primary school children (key stages 1 and 2).
- To deliver a range of sport, physical activity and healthy lifestyle opportunities which are safe, structured, progressive and engaging to all.
- To deliver on Foundation 92's Premier League Primary Stars programme, taking responsibility for key aspects of project retention, delivery and impact measurement.
- To accurately and effectively collect and record Premier League Primary Stars data such as participant data, teacher and participant questionnaires and demographic data.
- To support service users, through the provision of bespoke educational programmes within the PLPS programme.
- To proactively and strategically promote both Foundation 92 and local partner educational programmes, physical activity and wider engagement opportunities to children, young people and adults, enabling young people to access ongoing provision.
- To work with and support service users to identify and overcome barriers to participation amongst target audiences, through the development of positive and beneficial working relationships with service users.
- Commit to undertaking a range of ongoing personal CPD, particularly within the areas of; Education and mental health.
- Contribute to and support the ongoing maintenance and development of positive relationships with investors, referral partners and stakeholders, ensuring each programme within the Education department is delivered as impactfully as possible.



# ABOUT YOU

## The post holders will have:

- Excellent interpersonal skills
- Excellent communication skills
- Excellent eye for detail
- Extensive experience and understanding around the ongoing impact and data capture of provision within the community, ensuring all programme and service user outcomes are celebrated.
- The ability to work towards and achieve targets set both internally by Foundation 92 and external partners.
- Excellent IT skills.
- The ability to work under pressure and to tight deadlines.
- Ability to work independently and as part of a team.

## This person will be;

- self-motivated
- hard working
- enthusiastic
- a team player

## The post holder will be expected to:

- act with honesty and integrity at all times
- demonstrate high standards of personal conduct
- value and respect colleagues and other members of staff
- work with others to develop and improve our services
- take personal responsibility for their words and actions and the quality of service they deliver.





# HOW TO APPLY

In order to apply, you should submit the following to the HR Manager at Foundation 92; **Recruitment@Foundation92.co.uk**

- A one page statement
- A current CV
- Two references to support your application

All applicants will be notified whether they are invited to interview or unfortunately unsuccessful on this occasion.

Please put 'Education Officer' in the subject line of your email.

Should you wish to have an informal conversation about the role, please contact;

**HR Manager at Foundation 92**  
**Recruitment@Foundation92.co.uk**



# TERMS & CONDITIONS

## Confidentiality

Any information relating to people contacted by the Charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff. Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members.

## Disclosure

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold.

information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Charity. Any information given will be completely confidential. Salford City Football Club is registered with the Disclosure and Barring Service for the purposes of obtaining Disclosures and is committed to the Disclosure Code of Practice.

The Club will work with the Foundation to support this process until such time that it is registered. The Charity has a Policy on the recruitment of ex-offenders and on the secure storage of Disclosures in line with the requirements of the Code of Practice (all available on request). Further information can be obtained from: <http://www.disclosure.gov.uk/>

If you are successful in your application, you will be required to obtain a Disclosure at the level decided upon by the Board of the Foundation.

Safeguarding is everyone's responsibility. Employees must always have regards for the need of safeguard and promote the welfare of children and vulnerable adults in line with legislation. Employees must follow safeguarding policies and procedures and reporting mechanisms to raise safeguarding concerns and keep up to date with safeguarding training as required.



**F92**

Registered  
Charity Number:  
**1180246**

Visit us online:  
**[www.Foundation92.co.uk](http://www.Foundation92.co.uk)**

Connect with us on Social Media  
**@Foundation92**