



# Education Senior Lead

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JOB INFORMATION PACK





# WHO WE ARE:

Shrewsbury Town FC Foundation is the official charity of Shrewsbury Town Football Club. Established in 1996 our mission is to utilise the power of sport to engage, inspire and strengthen our local community.

## VISION

To take Shrewsbury Town into the heart of the local community, helping people realise their potential and achieve their goals.

## PURPOSE

To deliver a service that can be judged as “first class” by our participants, funders and community partners.

A service that is seen to make a significant social contribution, changing lives by creating opportunities for all of our participants.

## MAKING A DIFFERENCE

In partnership we will work within Shropshire to:

**Improving Health & Wellbeing**

**Providing better life chances,**

**Creating stronger communities**

Our vision is underpinned our values

**Passionate | Proactive | Fun | Inclusive | Professionalism | Caring**

Range of Work

**Health & Wellbeing | Education & Employability | Football & Participation | Inclusion**







# ROLE:

Job Title: **Education Senior Lead**

Salary: **£ 30,000 + Benefits**

Contract Length: **Permanent**

Start Date: **September 2024**

The Education Senior Lead will be responsible for the overall operations, quality assurance and delivery of our further and higher education provisions at Shrewsbury Town College & University. We want the ideal candidate to work with the Education & Employability Manager, teaching Staff to develop the best possible education experience for students.





An aerial photograph of the Shrewsbury Town FC stadium, showing the seating area with blue and orange seats, the pitch, and the surrounding town of Shrewsbury under a blue sky with light clouds.

# ROLE PURPOSE

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As the Education Senior Lead you will mentor students through our degree programme to develop the skills necessary to gain employment at Shrewsbury Town FC and other local partners.

## **“An important part of the team”**

The right candidate will need to be able to work independently as well as in a team to make decisions to ensure the most efficient day to day operations.

Key focus areas will be to manage the day to day delivery of the FE & HE programmes, work with tutors to improve behaviour, work the Education Manager to develop Shrewsbury Town College and University's footprint in Shropshire.





## ROLE SPECIFIC RESPONSIBILITIES

Manage the day to day operations of the further and higher education provisions at Shrewsbury Town FC Foundation.

Develop working practices and added value activities that develops the overall student experience at Shrewsbury Town FC Foundation

Work with the Education Manager to develop a quality assurance framework that highlights areas of development and possible actions to mitigate any concerns

Lead on recruitment for Shrewsbury Town College & University and work towards recruitment targets set by the Education Manager

Attend weekly/monthly progress meetings with our education partners management staff

Understand and manage performance against the programmes Key Performance Indicators set out by the Education Manager

Mentor students on our Higher Education course ensuring regular attendance to lectures

Be responsible for incident management and safeguarding of students and staff on all education provisions.

Work with the Education Manager to comply with all contractual obligations set out by funders and contractors.

Carry out any additional duties as reasonably requested by the SMT



PERSONAL SPECIFICATION			
NO	STATEMENT	ESSENTIAL	DESIRABLE
1	Experience working in a similar role or other educational background	X	
2	Recognised teaching qualification or willingness to work towards similar teaching qualifications (Level 5 Education & Training)	X	
3	A passion for working with young people and those seeking work, education or training opportunities	X	
4	Ability to engage students and build a rapport across all education provisions	X	
5	Ability to take the lead on projects and sessions	X	
6	Willingness to work occasional un-socialable hours, including evenings, weekends.	X	
7	Excellent organisational skills with an ability to meet deadlines	X	
8	UEFA B coaching qualification or working towards	X	
9	Clean UK driving license	X	



# UNCOVER THE BENEFITS

**At Shrewsbury Town FC Foundation we have a range of benefits to support colleagues across the club:**

**General Benefits:**

- Holiday Entitlement – 25 days plus 8 bank holidays
- Free on site Parking
- 2 x matchday tickets for Shrewsbury Town FC home league games
- Exclusive discounts with club partners including Budgen Motors
- Subsidised on-site gym membership

## EMPLOYEE PENSIONS

All colleagues will be able to access the pension scheme at the Foundation:

3% from the employee

3% from the employer

\*Eligibility criteria applies

## LIFE ASSURANCE



Unfortunately, we all have to be prepared for every eventuality and therefore the club provides the following cover:

- Four times your basic salary

The life assurance policy is held by a third party insurer and covers all members of staff. (Restrictions and eligibility criteria apply)

- Aged between 16 and 75 years old

\*Restrictions and eligibility criteria apply

## EYE TESTS

Colleagues who use display screen equipment or drive as a core part of their role for 50% or more of their working time can apply, through Specsavers for:

- Free eye test
- Discounted glasses or lenses



## WORKFORCE DEVELOPMENT



Our workforce development package:

All our staff are registered on the Educare system and can access hundreds of different online training.

Including interactive training courses that provides staff with further skills and development.

Opportunities for Level 3 & Level 5 management training to create our future managers.

The Coaching Manual – World class coach education, worlds best content (Over 4000 pieces of content available)

## ELECTRIC CAR SCHEME

Employees can qualify for the electric car scheme and a variety of electric vehicles across a number of brands and models. Subject to eligibility\*





# OUR CORE VALUES

## PROFESSIONAL

We are professional in every aspect of our delivery.

## PASSION

We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

## INCLUSIVE

We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

## PROACTIVE

We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact.

## FUN

We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

## CARING

Our workforce cares a lot about our work and local community.



# APPLICATION PROCESS

All applications must be submitted to our admin team on the below email and must include an up-to-date CV and supporting letter detailing why you would be suitable for the role.

**Application Deadline:** Friday 19th April 2024

**Interview Dates:** W/C 22nd April 2024

**Start Date:** September 2024

All candidates shortlisted for interview will be informed by email or phone by 5:00pm on the Monday 15th April 2024. We reserve the right to close this vacancy early if we receive sufficient applications for the role, therefore if you are interested then please submit your application as soon as possible.

Please note if you do not receive an invitation for interview, please assume that your application has not been successful on this occasion.

For more info please email: [admin@foundationstfc.co.uk](mailto:admin@foundationstfc.co.uk)

## SAFEGUARDING STATEMENT

SHREWSBURY TOWN FC FOUNDATION IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND ADULTS AT RISK AND REQUIRE ALL EMPLOYEES TO SHARE THIS COMMITMENT AND PROMOTE THE WELFARE OF THESE GROUPS.

APPLICANTS WILL BE ASKED ABOUT ANY PREVIOUS CONVICTIONS, CAUTIONS, REPRIMANDS, INCLUDING THOSE THAT ARE CONSIDERED 'SPENT' AS DEFINED BY THE REHABILITATION OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AMENDED 2013). APPOINTMENT TO THIS ROLE IS SUBJECT TO A SATISFACTORY DBS CHECK AND REFERENCES.

## EQUALITY STATEMENT

SHREWSBURY TOWN FC FOUNDATION IS COMMITTED TO CREATING AN INCLUSIVE AND DIVERSE ENVIRONMENT AND IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, ETHNICITY, RELIGION OR BELIEF(S), GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE OR WITH REGARDS TO PREGNANCY OR MATERNITY.



**FOUNDATION.**  
THE CLUB'S OFFICIAL CHARITY