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Job Description	
Job Title:	Education Delivery Officer (Primary)
Reports to:	Schools Manager
Contract Term:	Permanent, 37.5 hours per week. Flexible between the hours of 8:00am – 8:00pm Monday to Friday with core hours between 09:00 and 5:00pm. Flexibility is required as weekends and evening work may be required.
Salary:	

Job Purpose

The Education Delivery Officer will coordinate and deliver aspects of the programme, across primary school age groups within Shropshire, of which monitoring and evaluation is a key requirement of the role. Furthermore, the post-holder will be required to collaborate with key partners and will be responsible for developing new partnerships that support the growth of engaging communities.

Key Duties

- To coordinate, deliver and develop the Premier League Primary Stars project in line with Premier League Charitable Fund guidelines and will play an impactful role in young people's lives by using the power of PE and sport to engage learners with physical units of study and develop individuals to realise their potential.
- To coordinate, develop & deliver the primary education curriculum programme.
- To report on a quarterly basis to the Senior Management Team and at any other time as required by the organisation or funding partners.
- Maintain good working relationships with delivery partners, funding partners and internal and external stakeholders including, mentors, parents, carers, employers.
- To undertake every opportunity to promote a positive image of the Foundation and Shrewsbury Town Football Club.
- To show our organisation values, to always be a positive role model and set standards for other members of staff to follow.
- To keep all monitoring and evaluation up to date and visible on Upshot and Hive, this includes attendance registers on a weekly basis.
- Ensure all administration duties are completed in line with funder deadlines & requirements. For example, data collection & surveys.

FOUNDATION
The Club's Official Charity

- To communicate effectively with key partners, staff, funders & participants to ensure the smooth running of all projects.
- To complete quarterly staff performance reviews in line with organisation employee performance framework.
- To ensure all Community Engagement Projects adhere to both the organisation & funding partners policies & procedures.
- To build relationships & liaise with several partners across a range of schools, sports clubs, community groups and service providers from the public and private sector, ensuring that suitable progression pathways are available for participants.
- To ensure that there is adequate staffing cover for all Community Engagement Projects and communicate effectively with the organisation Operations Manager/Senior Management Team.
- To deliver weekly sessions in line with the Premier League Primary Stars & funder requirements.
- Attend local forums/meetings, as and when required by the organisation or funders.
- Work as part of a team to ensure the ongoing continuation and expansion of locally based activities and assist in the development of new Community Engagement initiatives.
- To support staff through internal in-situ support and CPD.
- When required, provide cover and assistance for other staff across all areas that the Foundation operates. This cover may extend to attending meetings, conferences, workshops and events.
- To undertake every opportunity to promote a positive image of Shrewsbury Town Foundation.
- To positively promote the programmes/Club's Equal Opportunities policy and core values in all aspects of the post's responsibilities and duties.
- To maximise opportunities to raise awareness of the organisation's activities.
- To ensure that the safety of participants, volunteers and staff is always prioritised.
- Fulfilling other Foundations duties as may be required from time to time, including evenings, in-school coaching, social inclusion projects, weekends and matchdays etc.
- Ensure that best value when booking external facilities and arranging additional activities.
- Organise and liaise with stakeholders regarding bookings i.e., coach hire/venue hire etc.
- Ensure that all funding claim forms are completed on time and within funding deadlines in collaboration with the organisation finance department.
- Supporting activities across Inclusion, Health & Wellbeing and Football.
- A commitment and adherence to Foundation policies and procedures, including safeguarding and EDI.
- A commitment to Foundation values.
- Any other duties deemed appropriate by the line manager or SMT.

FOUNDATION
The Club's Official Charity

Person Specification			
Education/Qualifications	Essential	Desirable	Measured
Degree in Sports Development, Youth Work in related discipline or equivalent		✓	Application
Qualification in level 3 physical education and school sport	✓		Application
Qualification in Higher level teaching assistant (HLTA)		✓	Application
Qualification in level 4 or 5 PE specialism		✓	Application
FA Level 1 Coaching Qualification	✓		Application
FA Level 2 Coaching Qualification		✓	Application
FA Emergency First Aid or equivalent	✓		Application
FA Safeguarding qualification or equivalent	✓		Application
Knowledge and Experience			
Experience of working with groups for example: hard-to-reach young people, long term NEET's, youth offenders, children/people with social and emotional barriers		✓	Interview
Experience of delivery sports coaching for inclusive groups		✓	Application/Interview
Experience of working in a wide range of environments including schools, clubs and community settings		✓	Application/interview
Understanding the key elements of safeguarding including recognising neglect, promoting a safe environment and understanding reporting procedures	✓		Application/interview
Understanding of health and safety	✓		Interview
Understanding of PE and school sport setting and the National Curriculum	✓		Application
Experience of working with young people	✓		Application/interview
Experience of working with disability groups, or young people who may pose challenging behaviours		✓	Application/interview

FOUNDATION
The Club's Official Charity

Experience of evaluating the effectiveness of sessions and programmes	✓		Application/interview
Commitment to development and willingness to undertake training where necessary	✓		Application/interview
Skills and abilities			
Excellent organisational skills with the ability to multitask and adapt in a face fast paced environment.	✓		application
Outstanding written, verbal and interpersonal communication skills	✓		Interview/presentation
Proven ability of engaging with a range of stakeholders and external partners to achieve strategic and contractual objectives	✓		Application/interview
Able to work in both a team and independently	✓		Interview
Ability to adapt and diversify sessions to participants and in programmes/sessions	✓		Interview/practical
Ability to manage behaviours and build rapport with young children with diverse needs	✓		Application/interview/practical
Able to encourage motivate and enthuse young people to participate in sport and alternative opportunities	✓		Interview/practical
Inclusive leadership skills that bring together diverse individuals, groups and stakeholders	✓		Application/interview
Excellent planning and organisational skills	✓		Interview
Proven ability of engaging with a range of stakeholders and external partners to achieve strategic and contractual objectives	✓		Application/interview
Self-driven individual who brings life and energy to their delivery	✓		Application/interview
Confident in using Microsoft PowerPoint, Word, Excel and other IT programmes which support the development of teaching and learning activities and resources.	✓		Application/interview
Personal			
Ability to work efficiently on own initiative and maintain a high standard of work	✓		Application/interview
Ability to be a positive role model	✓		Application/interview
A flexible attitude to working and willing to work evenings and weekends including matchdays	✓		Application/reference

FOUNDATION
The Club's Official Charity

Current DBS	✓		Application/Pre-employment check
Hold a valid driving licence and have access to own transport and business use insurance cover	✓		Application