



JOB DESCRIPTION

Job title:	Education Manager	Reporting to:	Head of Education
Location:	Turf Moor, Harry Potts Way, Burnley, BB10 4BX		

Job Summary:

We are now looking to recruit to the role of Education Manager to oversee and develop a number of Primary and Secondary School programmes including Premier League Primary Stars and Premier League Inspires

Roles and Responsibilities:

- Oversee and develop a number of existing programmes in the Education department, including Premier League Primary Stars and Premier League Inspires.
- Build and maintain working relationships with all local primary and secondary school's while being directly responsible for the co-ordination and monitoring of the Premier League Primary Stars and Premier League Inspires programme within local schools across East Lancashire.
- To proactively develop links with new and existing organisations to support our delivery in schools and add value to new and existing projects.
- Oversee the delivery of high-quality sport and education programmes providing local primary and secondary schools with best value and outstanding quality.
- Promote BFCitC's primary and secondary school engagement projects as exemplar programmes locally and nationally.
- Create bespoke education programmes for attracting alternative curriculum revenue streams.
- Create links between our primary and secondary school projects to achieve a transitional timeline for students.
- Work closely and build strong relationships with Headteachers, PE coordinators and teaching staff to deliver outstanding PE, health, education and intervention sessions.
- Compile staff development plans and effective monitoring and evaluation processes for auditing staff quality and informing CPD requirements.
- Ensure our school sport and education programmes are aligned with the national curriculum and government policy.
- To line manage staff working on school programmes including conducting appraisals, return to work and welfare and wider people management responsibilities.
- Work with the wider BFCitC team to cross-sell BFCitC initiatives and facilities.
- Ensure your team share appropriate information, such as safeguarding and/or child protection issues, with the relevant agencies in accordance with agreed information sharing protocols.
- Work with the marketing team to showcase our educational projects.
- Keep accurate files and records and produce output evidence as per any funding requirements.
- To be accountable for achieving agreed outcomes, output, and personal/team targets.
- To work with the Head of Education to support the budget for all Education programmes, ensuring spend is correctly planned.
- To work closely with the Head of Education and Co-ordinators in the department to seek new opportunities for programmes and offers.
- Ensure that you and your team record all programme information on allocated monitoring systems.



- Ensure that all requirements under Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with BFCitC policies and procedures, in order to safeguard the health and wellbeing of all young people, staff and volunteers involved in the programme.
- To attend networking events, workshops, conferences, and training sessions as appropriate.
- To be able to work flexible hours where the role of the job requires.
- Promote the Burnley Football Club in the Community and Burnley Football Club brand and ethos in a professional, strong and positive manner.
- To understand and implement the Charity's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- Hold a commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.
- Demonstrate the Burnley FC in the Community values at all times.
- Work alongside other team members to support in other departments as and when required to promote best practice
- To work towards agreed objectives.
- Comply with all Charity policies.
- Willingness to attend training courses to enhance own professional development.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • A teaching qualification (PTTLS, QTS, PGCE). • A degree or equivalent experience in a relevant area of work. • Safeguarding certificate or the willingness to undertake training. • First Aid certificate or the willingness to undertake training. Five GCSEs at grade C or above including English and Maths.	<ul style="list-style-type: none"> • Level 2 Sports certificate. • Youth work qualification. • Mental Health First Aid / Awareness certificate or similar. • PE School Sports Certificate. • Possession of or a willingness to work towards a recognised Management Qualification.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Able to plan, monitor and deliver outstanding PE, health, wellbeing, alternative curriculum sessions to inspire young people, positively impacting their future. 	<ul style="list-style-type: none"> • Experience of working on sport-based projects. • Experience of working in the Charitable sector. • Budget management experience.



	<ul style="list-style-type: none"> • Experience of working with young people across all key stages. • Experience of building positive relationships with school leaders. • Experience of developing new projects to improve educational attainment. • Sound knowledge of national curriculum at all key stages. • Experience of leading and developing staff. • Ability to monitor, evaluate and assess project performance. • Knowledge and experience of Safeguarding young people and vulnerable adults. • Full driving license and the use of a vehicle. 	<p>Disability, Female and/or BAME specific coaching experience.</p>
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Willingness to take a full DBS check. • Ability to work independently and collaboratively as a member of a team. • Excellent IT skills including intermediate abilities in all MS Office programmes. • Excellent networking skills. • Meticulous standards. • A friendly, positive 'can do' and courteous attitude. • Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure. • Highly motivated and conscientious with a determination to succeed. • A commitment to the aims, vision and values of Burnley FC in the Community. 	<ul style="list-style-type: none"> • An understanding of Burnley and the surrounding geographical areas. • A positive attitude towards professional development and their own learning.



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| | <ul style="list-style-type: none"> • Good judgement and knowing when to see advice or support. • Creative in problem solving situations together with a willingness to take on or try new approaches and ideas. • A passion for sport and community and making a difference. • Enthusiasm, energy and resilience. • Flexible, helpful and responsive. | |
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