

### Employability Trainer – Job Pack

<b>Post Title</b>	Employability Trainer
<b>Reference</b>	078
<b>Job Purpose</b>	To deliver training programmes on social action and employability (including employer-led training – e.g. mock interviews) for young people aged 11-29 years across a variety of community and school settings
<b>Salary/ Pay</b>	£21,000pa
<b>Salary Range</b>	£21,000 - £23,000
<b>Hours per week</b>	37.5 hours
<b>Contract Length</b>	Fixed Term for 1 year (subject to extension pending funding)
<b>Location</b>	Birmingham (with potential to be West Midlands wide)
<b>Reports To</b>	Team Leader - Trainer
<b>Eol Deadline</b>	26 <sup>th</sup> February 2020
<b>Interviews</b>	Week beginning 2 <sup>nd</sup> March 2020
<b>Start Date</b>	March 2020
<b>Training Package</b>	<p>External training provided includes:</p> <ul style="list-style-type: none"> <li>• Educare for Education online training including <ul style="list-style-type: none"> <li>○ Child Protection in Sport &amp; Active Leisure</li> <li>○ Safeguarding Young People</li> <li>○ Prevent</li> <li>○ Online Safety</li> <li>○ Preventing Bullying</li> <li>○ Equality &amp; Diversity</li> <li>○ Mental Well-Being for Children &amp; Young People</li> <li>○ First Aid Essentials</li> <li>○ Health &amp; Safety in Education</li> <li>○ Moving &amp; Handling</li> </ul> </li> </ul>

#### JOB DESCRIPTION: Employability Trainer

<p><b>Job description</b></p>	<ul style="list-style-type: none"> <li>• The delivery of Sport 4 Life UK’s Employer Encounters service and Social Action/ Work Experience projects for disadvantaged ‘In Learning’ and NEET, inactive and unemployed young people (11-29yrs old) within the community and educational setting.</li> <li>• Recruit young people both internally and externally to S4L training services</li> <li>• To timetable a schedule of qualifications and Social Action Projects that provide varied opportunities inclusive of, but not limited to geographical distribution, learning styles and abilities</li> <li>• To achieve S4L’s retention targets around sign up, attendance and completion</li> <li>• To support and deliver the S4L Training team sport aims and objectives</li> </ul>
<p><b>Main duties and responsibilities</b></p>	<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• To recruit target young people within allocated areas of the community; parks and open spaces and other suitable environments</li> <li>• To plan and facilitate Open Day recruitment events</li> <li>• To Liaise with relevant partners to recruit external referrals</li> <li>• To undertake S4L’s Intake &amp; Assessment process with newly recruited young people</li> <li>• To develop and implement effective marketing resources, present ideas and communicate solutions in order to secure internal and/or external referrals into Training service.</li> <li>• To build strong links with local communities, local employers and external agencies promoting S4L services to maximise referrals within our target areas.</li> <li>• To support and deliver weekly EET and/or NEET sport sessions following Sport Curriculum and S4L aims set out by Sports Coordinator</li> <li>• To drive partnership work with local councils, community and voluntary organisations to ensure a wide variety of projects are sourced enabling both NEET and EET young people have a varied selection of social action projects and work experience projects to choose from</li> </ul> <p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• To ensure the Social Action Projects have a clear and meaningful impact on the local community</li> <li>• To ensure high quality and variety in social action opportunities that are youth lead, impactful and geographically relevant.</li> <li>• To prepare and support young people in delivering Social Action Projects including; workshops, taster sessions and</li> <li>• Develop and Co-ordinate the Social Action projects including role manual and resources for support staff, volunteers and young people.</li> <li>• To secure planning and meeting spaces for the Social Action planning.</li> <li>• Plan and organise a variety of Employer Encounter sessions to mixed learners within S4L target geographical areas and environments</li> <li>• Employ a variety of delivery techniques including individual and group coaching, internally and/or externally led workshops, employer site visits and speed/mock interviews</li> <li>• To ensure relationships with delivery partners i.e. corporate mock interview partners and/or workshop deliverers are reviewed for current relevance to S4L target young people</li> <li>• To support the Head of Business Development and Operations Manager with continued relationship management and the development of future business opportunities with existing and new corporate and/or employability partners.</li> <li>• To establish and maintain positive and supportive relationships with young people, whilst ensuring service capacity targets are achieved</li> </ul> <p><b>Monitoring &amp; Evaluation</b></p>

	<ul style="list-style-type: none"> <li>To record and track client progress and gather required monitoring data</li> <li>To input required data into S4L's CRM system in a timely manner as per the S4L M&amp;E process</li> <li>To adhere to the S4L's M&amp;E process inclusive of, but not exclusive to registers, intake and assessment data, all outcome data, client feedback, and partner feedback</li> </ul>
<b>General duties</b>	<ul style="list-style-type: none"> <li>To support across both S4L Training and Mentoring services to achieve organisational wide aims</li> <li>To uphold and reflect S4L values and mission statement</li> <li>To analyse and evaluate personal performance and project performance</li> <li>To complete basic administrative duties</li> <li>To assist the Senior Operations Team with any other duties, as required</li> <li>To assist the Team Leader with any other duties, as required</li> </ul>
<b>Scope of Authority</b>	<ul style="list-style-type: none"> <li>Accountable to their Line Manager</li> </ul>
<b>Please note</b>	<i>This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.</i>

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Evidence of CPD in youth education sector</li> <li>A relevant Level 3 qualification and/or an Award in teaching i.e. AET, Learning and Development, IAG</li> </ul>	<ul style="list-style-type: none"> <li>A teaching qualification or relevant degree in and/ or youth education i.e. PTLLS, DTLLS, Information, Advice and Guidance</li> <li>A relevant Level 4 qualification – i.e. in Learning &amp; Development</li> </ul>
Experience, Knowledge and skills in...	<ul style="list-style-type: none"> <li>1+ year of working with 11-29 year old in learning and NEET young people</li> <li>Delivery of employability related services to groups of mixed learners</li> <li>Recruiting young people to youth programmes</li> <li>Working towards and achieving target based results</li> <li>Event organisation and management</li> <li>Current trends and issues that young people face</li> </ul>	<ul style="list-style-type: none"> <li>Managing a caseload of young people</li> <li>The ability to prioritise work and effectively manage multiple overlapping projects</li> <li>Experience of delivering sports activities</li> <li>Delivery of employability mentoring</li> <li>Designing and managing campaigns and/or social action projects</li> <li>Understanding the differing cultural and economic background of local communities within the West Midlands</li> </ul>
Other	<ul style="list-style-type: none"> <li>A fully enhanced DBS disclosure</li> <li>Ability and confidence to work alone</li> <li>Passion for seeing community impact and change <ul style="list-style-type: none"> <li>Ability to complete administrative tasks, and use computers (e.g. email, word processing)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>High levels of self-motivation, energy and determination</li> <li>A polite, professional appearance &amp; manner</li> <li>Evidence of commitment S4L's vision</li> <li>An interest in and passion for sport</li> </ul>

## About Sport 4 Life UK

### *Why We Exist*

Sport 4 Life UK (S4L) believes in a level playing field where every young person has the opportunity to create a better future for themselves.

The cyclical issue of the need we address is shown below:

### IMAGINE...

#### Living in some of the most deprived wards in the UK

- > 50% (141,000) of children and 41% (460,000) of residents in Birmingham live in the top 10% most deprived areas in the UK.

#### Making it very likely for you to leave school without a qualification

- > Only 33% of young people from low income backgrounds achieve 5 A\* to C GCSEs.
- > Young people without a Level 2 qualification are over twice as likely to be NEET\* than those who do.

#### And significantly more likely to be welfare dependant

- > Long periods of unemployment make young people 7.9 times more likely to become NEET again.
- > 24% of all children and dependent young adults in Birmingham are living in a family where no one works. This cycle continues on to the next generation.

#### Leaving you with limited opportunities in life

- > Birmingham has the highest youth unemployment amongst core cities in the UK at 10.1% and over double the UK average (4.4%).
- > 6,959 young people in Birmingham are claiming Job Seekers Allowance, with thousands more hidden NEETS.

### *What We Do*

S4L is proud to create a better future for young people (aged 11 to 29) by improving their employability and key life skills, through its sports-themed personal development programmes.

We deliver two core services:

**EET:** A personal development service for socially excluded 11 to 18 year olds. This initiative is designed to prevent young people becoming NEET in the future. It is a proactive and strategic intervention, tackling the issue of youth unemployment at source, by developing their key life skills such as confidence, communication, leadership and respect.

**NEET:** An employability and personal development service for 18 to 29 year olds who are NEET. This initiative focuses on developing young people's employability and key life skills. It provides them with support to move into sustained education, employment, or training.

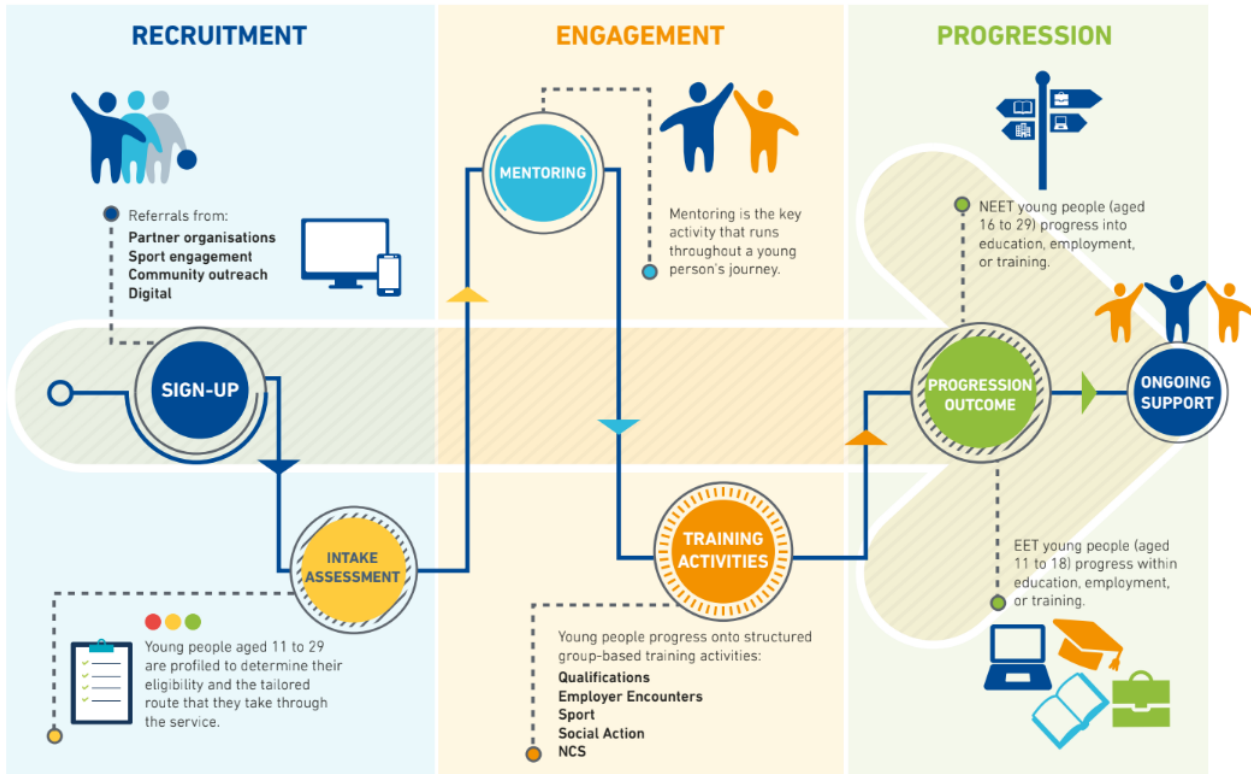
Delivered in both the school and community setting, activities across both services include: structured sport sessions (that develop key life skills), one-to-one mentoring, accredited qualifications, corporate engagement (e.g. formal mock interviews and employer encounters), social action and employability workshops. Young people are recruited from a wide range of avenues, including open access sport sessions, referral partnerships (e.g. job centre plus), community outreach and digitally, and then go through a structured intake and needs assessment so we better understand their barriers, challenges and key needs. Young people then move onto a mentor's caseload, who will act as their key point of contact through their journey with S4L. On a needs-led basis, young people then progress onto different activities to support their progression. For more information, see our 'Delivery Model' below.

### *Video of Our Work*

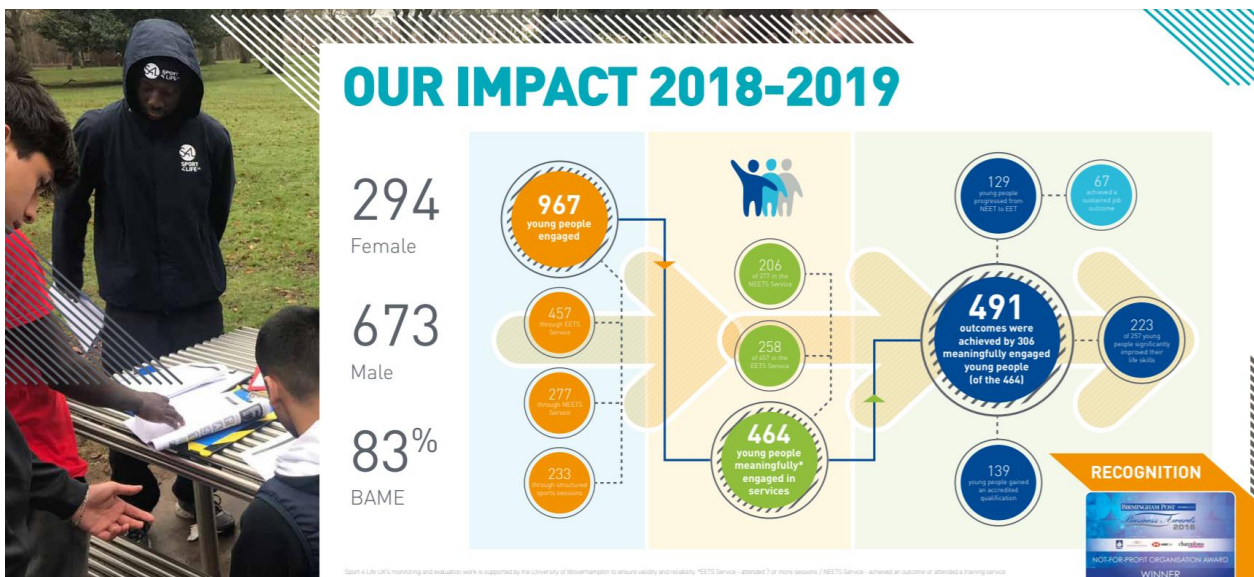


<https://youtu.be/LBOsiEEN0KM>

### Delivery Model



### Our Impact



You can see a full copy of our Impact Report 2019 here: <https://sport4life.org.uk/our-mission/impact-report/>

## *Working with Us*

S4L is a great organisation to work for. We are a progressive, dynamic and forward thinking organisation with a very clear and ambitious strategy for our future. Belief and trust in our team is one of our central values (see below), and we strive to create a positive, progressive and transparent team culture.



At our last annual staff satisfaction survey, all employees rated us the following (out of 5):

- Opportunity to develop and progress - **4.21**
- Positive atmosphere and culture - **4.21**
- Proud to work at Sport 4 Life UK - **4.43**

