

JOIN OUR TEAM

EMPLOYABILITY PARTNERSHIPS MANAGER

(REF-084)

Registered Charity 1115222
Registered Company 5664605



EMPLOYABILITY PARTNERSHIPS MANAGER (REF-084)

Our aim is to give young people the opportunity to create a better future for themselves. If you believe in making a difference in young people's lives as much as us, and have experience managing projects, then this is the opportunity you've been waiting for.

The Employability Partnerships Manager is a brand new role within the organisation. This is your opportunity to shape a new division and help manage and support young people through our new Kickstart support programme.

This role will report directly to the senior leadership team and be responsible for ensuring that project performance outcomes are achieved in line with our strategic action plan.

We're looking for someone who has excellent interpersonal and networking skills as you will be liaising with young people, colleges and employers to ensure key outcomes are being achieved. You'll also need to have experience in brokering, developing and maintaining external relationships with key stakeholders to source and secure employment, education and/or training opportunities for beneficiaries.



**UP FOR THE
CHALLENGE?**

WHY WE EXIST

We believe in giving young people the opportunity to create a better future for themselves.

Sport 4 Life UK is here to help young people (aged 11 to 29) move into sustained education, training and work through sports-themed personal development.

WHY SPORT 4 LIFE UK?

All that we do is focused on changing the lives of young people.

We know that change has to start from within, and everyone, especially young people, respond better to positivity, encouragement and enthusiasm. So we pay particular attention to our team. Belief and trust in our team is one of our central values as an organisation, and we strive to create a positive, progressive and transparent team culture.

Our staff are proud to work for Sport 4 Life UK and are united in working to achieve the organisation's vision and mission. As a family, we are loyal, honest, transparent and trust each other.



Tom Clarke-Forrest

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JOB SUMMARY

As Employability Partnerships Manager, you will be responsible for securing employment, education and training opportunities for Sport 4 Life UK participants. This will also include taking ownership and leading our new Kickstart programme.

Project management experience is essential as you will be responsible for ensuring performance outcomes are achieved in line with the organisational goals and action plan. You will be required to monitor all employment activities and report successes and challenges to the senior leadership team. You will also be responsible for supporting the delivery team in identifying new opportunities to achieving key objectives.

A key part of this role is to inspire young people to help them achieve their ambitions and potential. As a result, you will need to have experience in networking and developing relationships with external partners.

Here's an itemised summary of the role and application deadlines:

| | |
|----------------------|--|
| Position | Employability Partnerships Manager |
| Contract Type | Full-time |
| Team | Mentoring, Operations, Impact |
| Reports to | Head of Research & Impact |
| Pay band | £28,500 - £34,000 per annum |
| Working hours | 37.5 hours per week |
| General hours: | Monday - Friday 8.30am - 4.30pm (with evenings and weekends required) Reasonable flexible working adjustments considered |
| Location | Birmingham, West Midlands |
| Application deadline | Sunday 7th March 2021 (midnight) |
| Interview dates | Thursday 18th March 2021 |

At Sport 4 Life UK, we expect high standards from all our employees, which is why we always find ways to give as much in return. In addition to your competitive salary and pension scheme, benefits include, 25 days annual leave (starting), flexible working, and staff socials (when it's safe to do so).

PERSONAL ATTRIBUTES

Essential employee values:

- ✓ A motivation to change the lives of young people
- ✓ A Team player
- ✓ A progressive attitude
- ✓ An infectious passion, enthusiasm & charisma
- ✓ High level of resilience
- ✓ The ability to complete administrative tasks and use computers (e.g. email, word processing)
- ✓ Demonstrable ability to communicate and engage with a wide and varied range of stakeholders face to face, one to one and in a group
- ✓ The ability to lead, inspire and motivate others to improve performance
- ✓ The ability to communicate effectively, both orally and in writing, to a range of audiences
- ✓ Problem solving skills, and the ability to use initiative in finding solutions
- ✓ A willingness to undertake continuous personal development
- ✓ A polite, professional appearance & manner
- ✓ A fully enhanced DBS disclosure

Desirable

- ✓ An interest in and passion for sport
- ✓ Driving license and use of own car



REQUIREMENTS

As this is a new position, we are looking for someone who has experience in developing a role, or willingness to take ownership and overcome unforeseen challenges.

To be seriously considered for this role, candidates must have:

- ✓ A relevant degree in youth education/sport development/project management or equivalent experience
- ✓ Experience of administering, managing, monitoring and evaluating projects effectively
- ✓ Experience of building and sustaining effective partnerships and external networks
- ✓ Experience of developing new referral partners and creatively communicating a service offer to increase access to a project for service users
- ✓ Experience of data inputting, self-administration and M&E processes
- ✓ Experience of performance management and process
- ✓ Recruitment, HR, and job procurement
- ✓ Excellent organisation, planning and prioritisation skills, with the ability to manage a diverse workload

Desirable experience includes:

- ✓ A relevant qualification in leadership and management
- ✓ Evidence of CPD and/or relevant qualification in recruitment and/or HR sector
- ✓ Evidence of CPD in youth education/employability sector
- ✓ Experience of working with and delivering a service through payments by outcomes PBO or PBR
- ✓ Experience in the third sector
- ✓ Experience of working with young people
- ✓ Experience of working in an employment / training environment
- ✓ Experience of working in an environment where safeguarding and child protection is of high importance

In addition to demonstrating the above, candidates must also demonstrate a passion for changing the lives of young people. Everyone we employ is recruited based on our values. A summary of role responsibilities can be found on page 8.

HOW TO APPLY

To apply for this position you need to complete the online application form.

You will also need to upload the following documents:

YOUR CV

YOUR COVER LETTER

stating why you believe you are the right person for the job and how you meet the job and person specification (please limit this to one side of A4)

Applications from under-represented and minority groups (e.g. diverse ethnic communities) are particularly welcome.

TO APPLY PLEASE VISIT

[SPORT4LIFE.ORG.UK/VACANCIES](https://sport4life.org.uk/vacancies)

Deadline day for application is: **MIDNIGHT SUNDAY 7TH MARCH 2021**

MAIN RESPONSIBILITIES

Project & Service Management

- Overall accountability for participant's progression into employment, education or training
- Overall accountability for identifying work experience opportunities (including Kickstart) and supporting participants within work experience, employment, education or training by providing aftercare
- To network with external organisations such as colleges, job centres, careers centres, employers, community groups and other relevant organisations to source and secure employment, education and/or training opportunities for beneficiaries
- Use social media and local media to raise awareness of Sport 4 Life UK's work, with support and training provided by our marketing team

Recruitment, Partnerships & Funding

- To broker, maintain and develop key partnerships to increase referrals onto services
- To target and support potential employers to access Kickstart funding through Sport 4 Life UK
- To target Kickstart employers to broker referrals of their Kickstarters onto Sport 4 Life UK service
- To develop and utilise recruitment and progression insights to maintain existing, and develop new outreach and referral partnerships across the West Midlands
- To manage and continually improve progression referral processes, conversion performance and progression sustainability
- To work alongside Project Managers, partners, and employers to develop a feedback process for successful and unsuccessful progression outcomes
- Create customer journey for employers and EET providers
- To work with the Head of Business Development to manage relationships with existing and new corporate partners and/ or funders in the new growth areas
- To complete all necessary internal and external reporting requirements
- Secure funding from the Kickstart scheme as a training provider for employers
- To ensure the organisation is represented in an appropriate and professional manner to partners, employers, and relevant stakeholders

Quality Assurance & Standardisation

- To Support our Quality Assurance process by conducting progression related checks and audits
- To embed and conduct insights from service users to ensure they are listened to – e.g. youth forum's/ consultation
- To ensure a standardised process from opportunity identification through to progression and in-progression support.
- Work collaboratively with service leads to create a progressions pathway that increases the chances of participants entering sustainable progressions
- To support Kickstart employers to ensure they are fully compliant with the requirement of the scheme and their placement

MAIN RESPONSIBILITIES

Monitoring & Evaluation

- To ensure all M&E requirements are adhered to
- To be responsible for any Kickstart reporting requirements for placements
- To support Kickstart employers with their reporting requirements for their placements
- To input and manage the required data into our CRM system in a timely manner as per our M&E process and Kickstart requirements
- To ensure the adherence to the M&E process inclusive of (but not limited to), registers, intake and assessment data, all outcome data, client feedback, partner feedback, and outreach
- To manage equality and diversity monitoring across progressions ensuring appropriate action is taken to address under-representation and reduce any barriers to participation – e.g. female engagement

Strategic / Leadership

- To prepare for, report accurate and effective information, and add value to Management Meetings (where required)
- To establish and manage internal and external Kickstart offer and training
- To contribute to the achievement and review of progress against our business goals and Action Plan
- Support with any external capacity building or consultancy opportunities
- Keeping up to date with labour market information, legislation, professional and academic developments
- To support planning and delivery of events, for partners, funders, employers
- To uphold and reflect our values and mission statement
- Analyse and evaluate personal and project performance
- To complete basic administrative duties
- To support the Management Team in achieving our business strategy and target outcomes
- Follow & promote the health, safety and welfare of yourself and others at work in line with Sport 4 Life UK policies.
- To promote equal opportunities at all times in line with Sport 4 Life UK's Equal Opportunities, Equality and Diversity Policy
- To assist the management team with any other duties, as required
- Accountable to their line manager
- Budgetary responsibility
- Attendance at monthly management meetings

MAIN RESPONSIBILITIES

General Duties

- To support planning and delivery of events, for partners, funders, employers
- To uphold and reflect Sport 4 Life UK values and mission statement
- Analyse and evaluate personal and project performance
- To complete basic administrative duties
- To support the Management Team in achieving Sport 4 Life UK business strategy and target outcomes
- Follow & promote the health, safety and welfare of yourself and others at work in line with Sport 4 Life UK policies.
- To promote equal opportunities at all times in line with Sport 4 Life UK's Equal Opportunities, Equality and Diversity Policy
- To assist the Management Team with any other duties, as required

Scope of Authority

- Accountable to their Line Manager
- Budgetary responsibility
- Attendance at monthly Management Meetings

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.



ABOUT SPORT 4 LIFE UK

WHAT WE DO

Sport 4 Life UK 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 in-take 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 Sport 4 Life UK. On a needs-led basis, young people then progress onto different activities to support their progression.

WHY WE EXIST

OUR MISSION

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

We are proud to provide the opportunity for young people (aged 11 to 29) to prepare for and move into sustained education, employment, or training by improving their employability and key life skills, through our sports-themed personal development services.

OUR VALUES

All that we do is focused on CHANGING the LIVES of young people.

We are committed to empowering and inspiring young people to unlock their true potential through our sports-themed personal development services. We embrace diversity, offer unconditional support, and provide tangible opportunities for them to make a positive change in their lives.

We are a TEAM

Our staff are proud to work for Sport 4 Life UK and be part of its family. We are loyal, honest, transparent and trust each other. We are united in working to achieve the organisation's vision and mission.

QUALITY runs through the core of the organisation

Our youth-led, bottom-up approach ensured the standard of our service and services are of the highest calibre and successfully address the needs of our young people. We have invested heavily in our ability to evidence our impact effectively to partners and stakeholders. We are professional and have strong governance, structures, policies and processes in place.

We do not stand still – we are a PROGRESSIVE organisation

We are a forward-thinking, dynamic organisation which operates both proactively and responsively. We push through and break down barriers so we can always go above and beyond for our young people.

EMPLOYEE BENEFITS

At Sport 4 Life UK, belief and trust in our team is one of our central values as an organisation. We expect high standards from all our employees, which is why we always find ways to give as much in return. Below is a summary of some of the benefits and rewards on offer at Sport 4 Life UK.

Further information is available in the Employee Handbook, contract of employment and company policies. These are subject to review.

| | |
|-------------------------------------|---|
| Pension Scheme | Eligible employees are enrolled onto the Sport 4 Life UK company scheme operated by The People's Pension (TPP) after 3 months of their start date. Currently, Sport 4 Life UK contributes 3% of gross basic salary, and employees are required to make a gross contribution of 4% of gross basic salary (which is equal to a net contribution of 3.2%, with 0.8% topped up from government tax relief). This is subject to change and may increase in the future. |
| Employee Assistance Programme (EAP) | Access to a 24/7 confidential helpline and online information, including a number of one-to-one counselling sessions if needed. Provided by 'Health Assured', support covers everyday issues including mental health and wellbeing, stress, family, money, health and work. |
| Annual Leave (incremental) | 0-3 years service: 25 days 3-5 years service: 27 days 5 years+ service: 30 days +8 public holidays per year |
| Flexible Working | Flexible working hours, option to work from home (as per Sport 4 Life UK Employee Handbook) and TOIL process. |
| Enhanced Sick Pay | Enhanced sick pay (on top of SSP) in line with Employee Handbook, following successful completion of probationary period. |
| Training | Opportunities to access formal and informal training |
| Travel | Travel and subsistence policy covering mileage (£0.45 per mile) |
| Staff Survey | Have your say in the annual (and anonymous) staff survey |
| Staff Socials | Staff social programme throughout the year |
| Mobiles / Tablets | Mobile phone and tablet for selected roles |
| Team Meetings | Quarterly meetings with the whole staff team |
| Opportunity for Trips | Limited number of opportunities to participate in international events, in line with the organisation's partnership with streetfootballworld |
| Discounts | Access to discounts through the BHSF (through GBCOC membership) |

WORKING WITH US

Sport 4 Life UK 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 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**

4.17

**I WOULD
RECOMMEND
WORKING AT
SPORT 4 LIFE UK
TO OTHERS**

4.72

**PROUD TO WORK
AT SPORT 4 LIFE UK**

4.67

Youth unemployment is not yesterday's problem. The road ahead is challenging and uncertain, but we will work tirelessly to support young people most in need and ensure that their futures are not defined by their present.

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