



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	Head of Education	Job Reference: PNE1081
Salary Benefits	£25,000 - £28,000 + expenses, pension, company laptop, company mobile phone.	
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Employment	Full Time	
Closing Date	Thursday 2 nd January 2020	

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a dedicated and experienced Head of Education to oversee all of the Trust's education provision, contributing to the overall success of the charity.

Ever growing, PNECET has a range of education provision including, Premier League Primary Stars programme, Secondary Alternative Education and Post 16 FE and HE.

The Head of Education will be a member of the senior management team and will play a leading role in maximising the charity's education provision. The main responsibilities are to oversee and develop all education provision ensuring targets are met, along with managing a team to ensure each project thrives. The Head of Education will also be tasked with expanding and diversifying our provision by bringing new education provision on board.

How to apply:

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to jobs@pne.com with subject title Reference 'PNE1081' or post to:

F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU

Interview dates:

Interviews will take place on Friday 10th January 2020

*Due to the availability of the interview panel, no additional times can be made available for interviews.

JOB DESCRIPTION		
1.	Job Title	Head of Education
	Salary / Benefits	£25,000 - £28,000 + expenses, pension, company laptop, company mobile phone.
	Hours of Work	<p>You will have a standard working week of a 37.5 hours. However, as a senior manager you will be expected to go above and beyond at times to meet the needs of the role.</p> <p>The role will include working some home match days as part of the community match day co-ordination.</p>
	Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	Responsible To	Assistant Head of Community
	Responsible For	Senior Schools Provision Officer, Secondary Education Tutor, FE Programme Leader, HE Development and Recruitment Manager
	Employment Type	Full Time
	Overall purpose of the Job	<p>Working closely with the Assistant Head of Community you will be responsible for; developing and implementing all education provision, the senior staff associated and managing a wide range of local, regional and national partners.</p> <p>You will be responsible for contributing to the charities strategic objectives, developing new partnerships whilst maintaining existing partnerships, keeping education projects on schedule and on budget whilst gaining maximum exposure through effective dissemination of the projects impact.</p>
3.	Duties and Responsibilities	<p><u>Project Management</u></p> <ul style="list-style-type: none"> • To develop and successfully deliver the education strategy • Effectively lead the development of all education projects • Manage and mentor senior staff to ensure they are up to date on project targets and have a thorough knowledge of the projects • To develop and maintain effective working relationships across the whole delivery team • To drive recruitment for primary, secondary, FE and HE education projects • To create reports on all education provision documenting progress against KPI's for Assistant Head of Community, Head of Community, Trustees, and partners • To ensure monitoring and evaluations of all education is on track and up to date • Implement measurable quality standards across all education programmes

	<p><u>Financial Management</u></p> <ul style="list-style-type: none"> • Identify external funding opportunities to expand the education provision • To support primary, secondary, FE and HE education ensuring each project meets budget • To work with the Assistant Head of Community to support the budget for all education provision, ensuring spend is correctly planned and on track <p><u>Partnerships</u></p> <ul style="list-style-type: none"> • To work closely with current partners such as, the Premier League and English Football League Trust to develop and deliver all education based projects • To build and maintain relationships with local schools to support recruitment and development on new projects • To ensure strong links are maintained with all education related establishments, partners and stakeholders involved in Community Trust programmes • To analyse feedback received from benefactors under specialised projects provision to ensure programmes are effectively delivered. • To create and maintain Service Level Agreements with external providers • Develop, review and implement policies and procedures throughout PNECET education provision
<p>4. General</p>	<p>To at all times represent Preston North End Community Trust and Preston North End Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible hours when and where the role requires including evenings, weekends, home match days and overnight stays.</p>

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<p>Educated to degree level</p> <p>Qualified Teacher Status (QTS)</p> <p>Evidence of Continuous Professional Development</p> <p>Safeguarding</p> <p>First Aid</p> <p>Five GCSE's at grade C or above</p> <p>Full driving licence with access to own transport, including business insurance</p>
Desirable	<p>Management qualification</p> <p>Governing Body of Sport Coaching Award(s) and other appropriate training</p> <p>Designated Safeguarding Officer</p>
2. Experience/Skills/Abilities	
Essential	<ul style="list-style-type: none"> • Experience within the education sector • Experience of staff management and supervision • Experience of project development and management • Experience of developing and maintaining partnerships with senior figures • Excellent verbal and written communication skills • Ability to think clearly, creatively, and resourcefully • Experience of monitoring and evaluation of projects • Focused on achievement, targets, and continuous improvement • A high degree of flexibility and confidentiality is needed • Capable of presenting information, orally and in writing • Have skills to plan and organise information effectively • Ability to work under pressure and to tight deadlines • Competent IT skills

	<ul style="list-style-type: none"> • Must be proactive and decisive in leading programmes • Working within partnership and multi-agency programmes • Ability to work independently and collaboratively as a member of a team • Knowledge and understanding of safeguarding children and vulnerable adults • Ability to support young people and maintain positive relationships with them
Desirable	<ul style="list-style-type: none"> • Knowledge of the charitable sector • An understanding of Preston and the surrounding geographical area • Understanding of current trends and initiatives relating to community development. • Experience of working in the Charitable sector • Previous experience working at a Football Club Community Trust / Foundation

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

Safeguarding Statement

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Disclosure and Barring Service check(DBS).

General Information

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.