

## Accrington Stanley Community Trust – Job Description

<b>Job Title</b>	Youth Hub Coordinator
<b>Reports to</b>	Head of Education & Employability
<b>Location:</b>	Accrington
<b>Contract:</b>	Full Time – Fixed Term Until 31 <sup>st</sup> December 2025 – Extension dependent on future funding agreement based on success of project.
<b>Hours:</b>	37.5 Hours Per Week
<b>Remuneration:</b>	£22,319 - £24,500 per annum plus Performance Bonuses, Expenses & Pension. Annual salary review.
<b>Annual Leave:</b>	28 Days (including bank holidays) plus 1 additional day gifted over Christmas. Loyalty Scheme of 1 additional day per year for every full year employed.
<b>Additional Benefits:</b>	On-site Free School Holiday Childcare Scheme (age 5-11). On site Free Gym Facility.
<b>Closing Date:</b>	Monday 22 <sup>nd</sup> April 2024

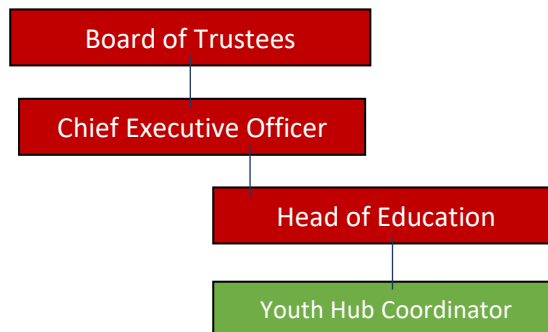
### The Purpose of the role:

To support young people aged 16 - 24 to gain employment or access education or training by coordinating employment support provision for the new Accrington Youth Hub based at the £3.5m Stanley Sports Hub. You will also signpost people to outreach and partner provision including with Job Centre Plus coaches.

To establish and develop positive working relationships with partner, external agencies, and employers that create opportunities for participants' development, learning and employment. To ensure accurate and timely updating of the project management and monitoring system and associated forms and files. To produce reports, case studies, outcomes and achievement data and statistics, and progress updates for reporting to funders, the management team, and for promoting the project.

There is a minimum requirement for the holder to have a full valid UK driving licence with business insurance. Applicants will need to have a flexible approach to work.

### The role fits in the organisation here:



### Key facts & figures of the role: Key accountabilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken;

- To coordinate activities at the Youth Hub.
- To develop and deliver employment support training sessions, both 1-1 and in groups, in locations across Hyndburn, including helping people with job searching, producing a CV, completing applications for jobs, training courses and other learning, and in preparing for interviews.
- To complete assessments with new project participants, identifying opportunities for ASCT and other local project partners to support them to move towards securing employment or to access education or training.
- To hold a caseload of participants, providing support to identify, reduce and/or remove barriers to engagement and employment.
- To support and mentor people to improve their confidence, develop new skills and improve their employability.

## Accrington Stanley Community Trust – Job Description

- To raise participant’s awareness of the potential for learning, training, and personal development including work placements/volunteering and to encourage, support and enable people to access opportunities.
- To work with other department staff to develop, deliver and manage outreach provision, including commissioning specialist employment and training support activities.
- Maintain an awareness of legislation, circulars, and other information relevant to the service, and advise the project team and young people, as appropriate.
- To support communications that engage young people and promote the opportunities available through the project.
- Support ASCT in their aims and objectives at all times.
- Undertake other duties and responsibilities as required by the charity from time to time.

### Key Relationships of the role:

Head of Education, Champions Programme Mentors,  
Community Engagement Officer

### What is needed to be successful in this role (Person Specification):

#### Core Competencies:

- Excellent communicator (written, verbal and listening)
- Effective time management/organisational skills
- Strong work ethic and reliability
- Ability to use own initiative
- Team player
- Strong influencing and mentorship skills
- Ability to build and maintain trusted and effective relationships
- Adaptability and flexibility with day-to-day tasks and workloads

#### Personal Qualities:

- Enthusiasm, energy and resilience
- Focused
- Personable
- Rational thinker
- Trustworthy
- Confident
- Competitive
- Desire to lead, inspire and motivate

#### Qualifications/ Experience:

##### Essential

- Full UK Driving License, car owner with business insurance.
- A positive attitude towards professional development and their own learning.
- An ability to motivate, inspire and mentor people towards achieving their goals.
- Experience of developing and delivering an employability project.
- Knowledge and experience of safeguarding requirements when working with young people and vulnerable adults.

##### Desirable

- Knowledge of the Job Centre Plus landscape.
- Experience of working with unemployed people.
- Knowledge of Hyndburn area.

#### Accrington Stanley Community Trust Vision:

*“Use the power of Accrington Stanley Football Club to improve the lives of the people of Hyndburn through participation in sport and exercise”.*

#### Mission:

Our mission is to support the local community regardless of age, gender, race, religion or skill level and promote a healthier lifestyle through sport and education by encouraging individuals to take part in fun based activities, which develop confidence, co-operation and education.

## Accrington Stanley Community Trust – Job Description

### Core Values:

- **Challenge** behaviour and attitudes, promoting **Respect** and celebrating diversity
- **Inspire** to achieve and **Fulfil** potential
- **Develop** leaders, coaches and volunteers
- **Innovate** in delivery

### Purpose:

#### In placing Accrington Stanley Football club at the heart of the community we will:

1. Increase participation in Sport & Exercise and develop talent pathways.
2. Promote wellbeing and healthy lifestyles within local communities.
3. Deliver an inclusive programme of activities that involves and engages hard to reach groups, improving community cohesion.
4. Develop and empower leaders, coaches and volunteers.
5. Engage and inspire young people, raising and celebrating educational achievement.
6. Govern the operations of ASCT efficiently and effectively.

### Equality and Safeguarding:

ASCT are a charity committed to equality and the recruitment process for the role being advertised will adhere to the latest equality legislation.

ASCT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with children and young people and is subject to Enhanced Disclosure and Barring Service (DBS) checks. Clearance through DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. Two references will also be required. Applicants will, in addition be expected to undertake training appropriate to the role.

**Manager Sign Off:**

**Date:**

**Employee Sign Off:**

**Date:**

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of the Trust. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the organisation.

### How to Apply:

Please send your CV along with a cover letter outlining your suitability to the role to [jobs@stanleytrust.co.uk](mailto:jobs@stanleytrust.co.uk) by **Monday 22<sup>nd</sup> April 2024**.

Interviews will take place on week commencing Monday 29<sup>th</sup> April 2024.