



**ACCRINGTON  
STANLEY  
COMMUNITY  
TRUST**

# **JOB VACANCY**

# **»»» HEAD OF EDUCATION & EMPLOYABILITY**

**ACCRINGTON STANLEY COMMUNITY TRUST**

REGISTERED CHARITY NO. 1139575

## »» ABOUT US

Accrington Stanley Community Trust is the award-winning, official charity (number 1139575) of Accrington Stanley Football Club.

Accrington Stanley Community Trust was originally established under the banner of Football in the Community in 2007, with the aim to bring the professional club and their community closer together. After becoming a registered charity and re-forming as a Community Trust in 2010, the organisation has seen an accelerated rise and growth.

Accrington Stanley Community Trust has expanded at a phenomenal rate and work in 4 key themed areas: Sports Participation, Education, Health & Wellbeing and Community Engagement.

Football and in particular, Accrington Stanley Football Club has the ability to engage people, improve community cohesion and raise the hopes and aspirations of the people of Hyndburn. As a Club we are committed to ensuring that we respond to local needs whilst working strategically in line with regional and national agendas. We all recognise that sport can play a prominent role in addressing major issues such as obesity, anti-social behaviour, health, employment and attainment.

Accrington Stanley Community Trust engages with over 16,000 people every year across 30 different projects.



## »» Vision

“Use the power of Accrington Stanley Football Club to improve the lives of those in Hyndburn through involvement in community programmes and initiatives.”



## »» Mission

To support our local community and promote healthier lifestyles by encouraging participation in community programs and initiatives that enhance confidence, development, and learning.



## YEAR IN NUMBERS - 2024



**21,421**  
PEOPLE ENGAGED IN  
OUR COMMUNITY



**3,795**  
FREE TICKETS GIVEN  
TO THE LOCAL  
COMMUNITY



**1,239**  
ACCRINGTON STANLEY  
SHIRTS GIVEN AWAY  
TO LOCAL CHILDREN



**3,556**  
INTERACTIONS PER  
WEEK AT THE STANLEY  
SPORTS HUB



**504**  
CHILDREN ATTENDED  
HOLIDAY COURSES



**48**  
STAFF  
EMPLOYED



WE DELIVERED  
**37**  
COMMUNITY PROJECTS



**335**  
SUMMER KICKS  
PARTICIPANTS



**182**  
CHILDREN RECEIVED  
FREE SCHOOL  
HOLIDAY PROVISION



**90**  
STUDENTS STUDIED  
AT OUR FOOTBALL  
COLLEGE

**£1,245,405** RAISED TOWARDS CHARITABLE OBJECTIVES

# ROLL OF HONOUR



**2016**

**WINNER**

Hyndburn Community Business of the Year

**2017**

**FINALIST**

Hyndburn Community Business of the Year

**2018**

**WINNER**

Hyndburn Not for Profit Business of the Year

**2019**

**FINALIST**

Hyndburn Not for Profit Business of the Year

**2019**

**WINNER**

Hyndburn Business of the Year (Beacon Award)

**2023**

**RUNNERS UP**

Orphanage Cup



**Orphanage Cup 2022**  
*Winners*



## »» Work from Stanley Sports Hub

All of our employees are based at our state-of-the-art Stanley Sports Hub. The £4m community facility developed and operated by Accrington Stanley Community Trust provides a fantastic working environment. It's also the training base for Accrington Stanley Football Club's professional footballers and Academy players.

Stanley Sports Hub provides exceptional indoor and outdoor facilities including;

- Full size floodlit artificial football pitch.
- Small sided floodlit artificial football cage.
- Grass football pitches which can cater for various formats such as 5v5, 7v7, 9v9 and 11v11.
- Two cafeterias with refreshments available.
- Sports Hall
- Four training rooms which can accommodate up to 16 or 24 people.
- Two meeting rooms for up to 6 or 12 people.
- State of the art Gym
- Conference room with balcony for up to 24 people with stunning panoramic views.
- Four full size team changing rooms.
- Two officials changing rooms.
- Public toilet facilities inc disabled.
- Free onsite parking (up to 75 spaces) for users of the site.
- Accrington Stanley Community Trust offices.



<b>Job Title</b>	Head of Education & Employability
<b>Reports to</b>	CEO
<b>Location:</b>	Accrington
<b>Contract:</b>	Full Time – Permanent
<b>Hours:</b>	37.5 Hours Per Week
<b>Remuneration:</b>	£30,000-£35,000 per annum plus Performance Bonuses, Expenses & Pension
<b>Annual Leave:</b>	33 Days (including bank holidays) plus annual loyalty scheme and 1 additional day gifted over Christmas.
<b>Additional Benefits:</b>	On-site Free School Holiday Childcare Scheme (age 5-11). On site Free Gym Facility.
<b>Closing Date:</b>	Monday 7 <sup>th</sup> July 2025

### »» The Purpose of the role:

The Head of Education & Employability will lead and expand the delivery of education and employability programmes at the Stanley Sports Hub. Reporting directly to the CEO, this role is a key part of the senior management team and will play a strategic role in enhancing the charity's educational offerings.

The successful candidate will oversee the delivery of high-quality teaching and learning for students enrolled in the BTEC Level 2 and Level 3 Sport programmes as part of the Football College. This includes regular engagement with parents and guardians, close collaboration with other departments within Accrington Stanley Community Trust, and communication with key stakeholders and funders.

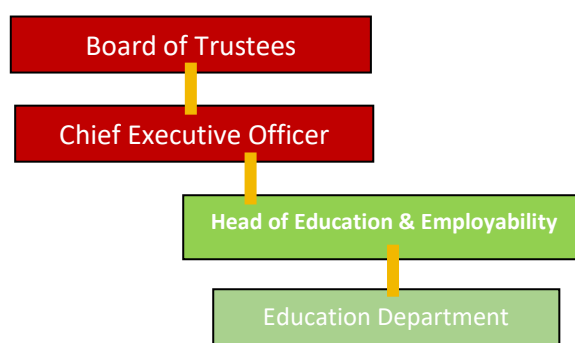
Additionally, the role involves overseeing mentorship for the Trust's degree programme in partnership with the University of South Wales.

The post-holder will line manage a team of six full-time staff, along with part-time staff and volunteers, ensuring that all education and employability initiatives meet the highest standards and comply with relevant funding and contractual requirements.

Key responsibilities also include student recruitment and representing the Trust at training days and meetings held by partner organisations involved in the education programmes.

A full, valid UK driving licence with business insurance is essential for this role.

### »» The role fits in the organisation here:



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

This list is not exhaustive but is indicative of the general responsibilities and level of work expected from the post-holder.

#### Key Responsibilities:

- Take a lead role in the management and planning of BTEC/NCFE Level 2 and BTEC Level 3 qualifications within the Football College programme. This includes working closely with tutors to ensure students are on track with their coursework and have the necessary resources to achieve their best possible grades, as well as liaising with education providers funding the programme.



- Build, maintain, and develop strategic relationships with key stakeholders and external organisations to support Accrington Stanley Community Trust (ASCT) in achieving its education-related goals.
- Deliver coaching or training sessions within the programme when required.
- Manage education-related activities in line with agreed financial targets and budgets.
- Identify and develop opportunities to drive the growth and development of ASCT's education programmes.
- Design and implement programmes that motivate, challenge, and appropriately challenge individuals and groups across all interventions.
- Oversee the planning and delivery of recruitment events, including open evenings and school assemblies, ensuring effective promotion and student engagement.
- Attend training and continuing professional development (CPD) sessions as required.
- Promote ASCT's education initiatives through effective marketing, publicity, and outreach to increase visibility and participation.
- Manage staff to ensure successful project delivery, including all required monitoring and evaluation for funders.
- Mentor staff by modelling best practices and supporting their professional development and confidence.
- Actively support the aims and objectives of ASCT in all activities.
- Undertake other duties as required by the charity from time to time.

#### Key Relationships of the role:

CEO, Senior Management Team, Tutors/PGCE Students

#### 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 coaching skills
- Ability to build and maintain trusted and effective relationships
- Adaptability and flexibility with day-to-day tasks and workloads
- Working to multiple deadlines and under pressure

##### 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.
- Degree standard

- Qualified Teacher Status (QTS) or recognized qualification suitable for teaching further education.

#### Desirable

- A Level 2 / UEFA C Award in Coaching Football
- Proven experience in other senior leadership positions.

### »»» **Accrington Stanley Community Trust Vision:**

*“Use the power of Accrington Stanley Football Club to improve the lives of those in Hyndburn through involvement in community programmes and initiatives.”*

### »»» **Mission:**

To support our local community and promote healthier lifestyles by encouraging participation in community programs and initiatives that enhance confidence, development, and learning.

### »»» **Core Values:**

Hardworking      Friendly      Teamwork      Honesty      Innovative

Reliable      Professional      Respectful      Committed      Approachable      Adaptable

### »»» **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 a skilled workforce or role models.
5. Engage and inspire young people, raising and celebrating achievement.
6. Govern the operations of Accrington Stanley Community Trust (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 close of play on **Monday 7<sup>th</sup> July 2025**.

Interviews will take place on **week commencing Monday 14<sup>th</sup> July 2025**.