



**ACCRINGTON
STANLEY
COMMUNITY
TRUST**

JOB VACANCY

»» EMPLOYABILITY OFFICER

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 20,000 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 - 2025



20,187

PEOPLE ENGAGED IN
OUR COMMUNITY



994

STANLEY SUMMER
SERIES



1,248

ACCRINGTON STANLEY
SHIRTS GIVEN AWAY
TO LOCAL CHILDREN



4,012

INTERACTIONS PER
WEEK AT THE STANLEY
SPORTS HUB



512

CHILDREN ATTENDED
HOLIDAY COURSES



150

VETERANS ENGAGED
WITH



73

PARTICIPANTS AT OUR
EXTRA TIME HUBS



348

SUMMER KICKS
PARTICIPANTS



282

CHILDREN RECEIVED
FREE SCHOOL
HOLIDAY PROVISION



110

STUDENTS STUDIED
AT OUR FOOTBALL
COLLEGE

£1,409,075 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 £5m 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.

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.



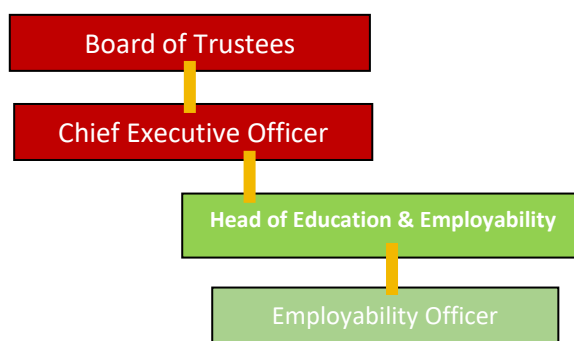
Job Title	Employability Officer
Reports to	Head of Education & Employability
Location:	Accrington
Contract:	Permanent
Additional Responsibilities:	N/A
Hours:	37.5 Hours Per Week
Remuneration:	£25,000-£26,500 per annum plus Performance Bonuses, Expenses & Pension
Annual Leave:	25 days annual leave plus bank holidays on commencement; 29 days annual leave plus bank holidays after 5 years' continuous service; 33 days annual leave plus bank holidays after 10 years' continuous service.
Additional Benefits:	• Free on-site parking; • Free use of Stanley Sports Hub gym facilities, subject to applicable rules and availability; • Access to Trust vehicles for authorised business use; • Training, professional development and workforce development opportunities; • Trust uniform and branded clothing, where applicable to the role; • Health and wellbeing support schemes operated by the Trust from time to time; • Employee recognition, reward and appreciation schemes; • Opportunities to represent the Trust at regional, national or international events, projects, conferences or exchange visits where appropriate; • Access to Trust childcare provision, holiday activities or family support initiatives, subject to eligibility and availability.
Closing Date:	Monday 2 nd November 2026.

»» The Purpose of the role:

Deliver Accrington Stanley Community Trust's employability contracts and funded programmes, helping people build confidence, develop practical skills and progress towards employment, education or further training. The role combines engaging workshops with individual support tailored to each participant's needs and goals.

As part of the Education and Employability department, the post holder will build referral relationships with Jobcentre Plus, the Department for Work and Pensions (DWP) and other stakeholders, develop links with employers, and maintain accurate evidence of delivery and participant progress.

»» 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;

Programme and workshop delivery

- Plan and deliver employability programmes in line with each contract's objectives, eligibility criteria, delivery requirements and agreed targets.
- Design and deliver practical workshops covering CV writing, applications, job searching, interview preparation, digital skills, workplace expectations, communication and confidence.
- Adapt sessions and resources to different abilities, learning needs and levels of work readiness, including people who face barriers to employment.
- Organise delivery timetables, resources and venues with colleagues and partners, ensuring sessions are accessible and well prepared.
- Collect participant feedback and review delivery with the department lead to improve the quality and effectiveness of programmes.

Participant support and progression

- Engage and recruit eligible participants through referrals, outreach and community relationships; explain the programme clearly and complete enrolment and initial assessments.
- Manage an allocated participant caseload, agreeing individual action plans with achievable goals and reviewing progress through regular one-to-one meetings.
- Provide practical support with applications, CVs and interview preparation, helping participants identify suitable jobs, training, apprenticeships and volunteering opportunities.
- Identify barriers such as low confidence, limited digital access, caring responsibilities or wellbeing needs, and coordinate additional support or specialist referrals where appropriate.
- Maintain contact, follow up non-attendance and help participants remain engaged. Provide agreed follow-on support and record sustained outcomes where the contract requires it.

Stakeholder and employer relationships

- Build effective working relationships with Jobcentre Plus work coaches, DWP contacts, local authorities, training providers, community organisations and other referral partners.
- Promote ASCT's employability offer, explain referral routes and eligibility, and maintain a regular flow of appropriate referrals.
- Engage local employers to identify vacancies, employer talks, workplace visits, work experience and recruitment opportunities suited to participants.
- Coordinate and monitor placements with employers and colleagues, ensuring agreed suitability, safeguarding and health and safety checks are completed.
- Attend relevant meetings and networks, share appropriate progress updates and use partner feedback to improve provision.

Contract monitoring and reporting

- Maintain accurate, timely records of eligibility, consent, assessments, attendance, action plans, interventions and progression on ASCT's approved systems.
- Monitor performance against agreed recruitment, engagement, completion and progression targets; raise delivery risks promptly with the department lead.
- Prepare monitoring information, participant feedback and consented case studies for reports, reviews and funders. Supply supporting evidence for funding claims and audits within deadlines.
- Follow each funder's evidence requirements and ASCT's information handling procedures, keeping participant records secure and sharing information only through authorised processes.

Wider responsibilities

- Follow ASCT's safeguarding procedures, maintain professional boundaries and report concerns promptly to the designated safeguarding lead.
- Promote equality, inclusion and respectful behaviour, adapting support so participants can access opportunities fairly.

- Follow health and safety procedures, complete relevant risk assessments and work within agreed arrangements for outreach, lone working and off-site delivery.
- Work collaboratively across ASCT, attend supervision and team meetings, and complete training relevant to the role.
- Represent ASCT professionally and undertake other reasonable duties consistent with the role.

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

Essential:

- Full UK driving license and access to a vehicle.
- Experience supporting people towards employment, education or training through employability provision, mentoring or a comparable support role.
- Experience planning and delivering engaging group workshops and individual support, adapting delivery to different needs.
- Ability to build trust, motivate participants and understand the barriers faced by people who are unemployed or economically inactive.
- Experience working with referral partners, employers or community organisations to create opportunities for participants.
- Strong organisation and communication skills, with the ability to manage a caseload, meet deadlines and work towards agreed outcomes.
- Ability to maintain accurate records, produce clear reports and use Microsoft Office and participant monitoring systems confidently.
- Understanding of safeguarding, confidentiality, equality and inclusion, and a commitment to applying these in daily work.
- Good written English and numeracy, demonstrated through relevant qualifications or equivalent practical experience.
- Ability to travel to delivery venues and partner meetings, and work flexibly to meet agreed programme requirements.

»» Desirable:

- Experience delivering funded employability contracts, including DWP or Jobcentre Plus provision, and gathering evidence for funder reporting or audits.
- A relevant qualification in teaching, training, information, advice and guidance, coaching or mentoring.
- Knowledge of Hyndburn's employers, referral networks and training opportunities, with experience arranging work placements or employer engagement.
- Experience supporting young people outside education, employment or training, or adults facing multiple barriers to work.

»» 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 by close of play on <u>Monday 2nd November 2026</u>.			
Interviews will take place on <u>week commencing Monday 9th November 2026</u>.			