



HEAD OF EDUCATION AND EMPLOYABILITY

Job Description

Job details	
Job title:	Head of Education & Employability
Salary Band:	6.2 - SMT Business Development
Starting Salary:	£42,000 to £53,000 plus £6,000 car allowance and generous benefits package.
Location	Home Based
Hours:	35 hours (this is a Senior position; flexibility and occasional additional or unsocial hours are a requisite of the role)
Responsible to:	Director of Business Development
Team:	Education & Employability
Responsible for:	The Education and Employability Strategy, Team and Budgets
Job Purpose:	To lead the strategic development of the Education & Skills programmes and projects of the EFL Trust and to generate Education & Skills funding opportunities for EFL Trust and its 72 club community trusts.
Main role and responsibilities	
1.	To support and advise senior management, and the EFL Trust Board on the national Education & Employability landscape.
2.	To represent and promote the interests of the EFL Trust and Club Community Trusts with Government policy makers and funding bodies regarding Education & Skills.
3.	To identify, explore and develop funding and revenue opportunities that further the EFL Trust's Education & Skills strategy.
4.	To lead on bid writing for all funding opportunities linked to Education and Employability.
5.	To create and maintain partnerships with Government, other charities, commercial partners, League Football Education, the 'football family' and other partners that can assist the EFL Trust with the development of its Education & Skills strategy.
6.	To have overall management responsibility on behalf of the Director of Business Development for all Education and Employability programmes and projects run by the EFL Trust, including full budgetary responsibility and achievement of defined KPIs.
7.	To provide all reports as required by the funders or the Director of Business Development for management/trustees meetings.

8.	To have lead management responsibility on behalf of the Director of Business Development for employees within the department.
9.	To develop and maintain strong internal communication with Senior Managers and employees to promote and develop synergies with other themes.
10.	To act as Club Community Link Officer for a number of EFL Community Trusts.
11.	To undertake any other duties as required by the Director of Business Development.
Special Requirements of the Role	
12.	Regular regional/national travel with potential for some evening and weekend working.
13.	Occasional requirement for over night stays.
14.	The ability to travel to the 72 Club Community Organisations as necessary.
15.	A suitable home office with broadband access.

Person Specification

	Knowledge	Essential	Desirable	Assessment/ Application Form/Interview
1.	Understanding of UK Government Education and Employability agenda.	✓		A/AF/I
2.	Understanding of the Jobcentre Plus agenda	✓		AF/I
3.	Knowledge of of the government's participation, community engagement and Health agendas	✓		A/AF/I
4.	Understanding of EFL Trust network of Community Club Organisations.		✓	AF/I
	Skills & Experience	Essential	Desirable	Assessment Application Form/Interview
5.	The ability to set and assess team and individual SMART objectives.	✓		I
6.	A proven track record of driving team and individual performance against KPIs.	✓		I
7.	Experience of leading and motivating a team with varying learning and communication styles.	✓		AF/I
8.	An entrepreneurial approach to setting and mobilising team and supply chain to achieve stretch targets.	✓		AF/I

9.	Experience negotiating and developing contracts in an Education & Skills context.	✓		AF/I
10.	Proven ability to develop long and short term strategy which supports organisational objectives.	✓		AF/I
11.	A proven track record of developing and managing external relationships and partnerships.	✓		AF/I
12.	Ability and experience of performing SWOT and PESTEL analysis on internal and external environments.	✓		AF
13.	The ability to identify and mitigate business development risks.	✓		AF/I
	Personal attributes	Essential	Desirable	
14.	Passionate about people and have a genuine respect for views, talents and expertise of others.	✓		I
15.	Lead by example and act with integrity at all times.	✓		I
16.	Ability to innovate and inspire with a willingness to take calculated risks and challenge the norm.	✓		I
17.	Committed to continuous improvement, strive to deliver the best possible outcomes.	✓		I

Safeguarding Statement

EFL Trust is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

The EFL Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity