



JOB DESCRIPTION

Job Title:	Education & Employability Officer
Department:	Edgbaston Foundation
Reports to:	Head of Community Engagement/ Head of Foundation
Responsible for:	<i>N/A</i>
Location:	Edgbaston Stadium
Contract type:	2-year fixed term (subject to review for permanent contract)

Job Purpose

The Education & Employability Officer will support the planning, administration, community outreach, and where applicable, delivery of the Edgbaston Foundation Education and Employability programmes, under the charity's strategic theme of Cricket Inspired Learning. A key aspect of the role is being the lead staff member responsible for the successful fulfillment of the Edgbaston Cricket Education Programme with Sandwell college.

The role will also require the postholder to develop and deliver employability programmes (e.g., Access to Cricket and Crick-Start).

Long-term, the post holder will also be asked to develop primary and secondary education programmes as well as other post-secondary education and employability programmes with a focus on NEETS. The post holder will play a key role in supporting young people with skills attainment, qualifications, and employment opportunities. The post holder will also work closely with established and prospective partner organisations with a similar focus on education and employment. Success will be defined by impactful outcomes, specifically the number of people who complete programmes, gain qualifications, and find employment.

Key Relationships

- *College partner and its staff and students*
- *Local educational institutions and providers*
- *Job Centers*
- *Charity partners*
- *Local Authority*
- *Trustees of the Foundation*
- *Club staff*

Role Profile and Key Responsibilities

Edgbaston Cricket Education Programme

- Be the main point of contact and relationship manager between students, college staff and club staff for the programme
- Support recruitment efforts and organisation of events that support recruitment





- Delivery and fulfillment of the ECEP contractual obligations
- Support and provide mentorship of the young people and staff on the programme
- Collect relevant data for monitoring and evaluation and media engagement

Employability Programmes

- Build and expand the 'Access to Cricket' and 'Crick-Start' programmes and work with club staff to develop the programmes. Seek funding opportunities for the programmes and also deliver the programmes
- Generate new employment and training programmes for the Edgbaston Foundation and seek out funding opportunities that can support the development of new ideas
- Identify potential partners with who the Edgbaston Foundation can collaborate with on joint employability and training projects
- Build a network to whom the Edgbaston Foundation can reach out to when recruiting cohorts for developed programmes

Education Programmes

- Deliver careers presentations in secondary schools and colleges
- Strategically identify the most important areas to focus efforts
- Develop programmes that can be promoted to both primary and secondary schools
- Work with education/training focused charities to identify ad hoc project opportunities
- Identify revenue generation opportunities for the Edgbaston Foundation within the education sector

Ad Hoc projects & Events

- Identify ad hoc events and activities that the Edgbaston Foundation can be involved in that raise the profile of the charity within this strategic area
- Work with partners and other stakeholders to identify one off projects, initiatives, and events to engage young people in
- Link the work of the Edgbaston Foundation, to major national campaigns and initiatives within the education, training, and employability sector

Edgbaston Foundation Support

- Support colleagues with fundraising and awareness raising activity to raise the profile of the Edgbaston Foundation
- Provide content for social media and club websites to raise awareness of the work done within the cricket inspired learning strategic area
- Undertake any other reasonable duties as deemed appropriate by the Head of Community Engagement/Head of Foundation





Person Specification

Requirements	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Education Sector experience • Delivering Employability programmes • Mentoring experience • Working with NEETS or supporting with skills acquisition 	<ul style="list-style-type: none"> • Experience working in a college setting or with colleges • Education degree or PGCE or equivalent • Sports sector experience
Skills	<ul style="list-style-type: none"> • Experience working with, deliver to and motivating young people • Strong administrative experience • Strong communication Skills • Organisational skills 	<ul style="list-style-type: none"> • Teamworking skills • Management of people • Independent problem-solving skills
Personal attributes	<ul style="list-style-type: none"> • Time management • Multi-tasking and managing a variety of projects • Can do attitude • Flexibility to adapt to changing circumstances • Willingness to develop and grow 	<ul style="list-style-type: none"> • Public speaking confidence especially to young audiences • Congenial stakeholder engagement

How To Apply

Please provide a cover letter and up to date CV to: foundation@edgbaston.com

Closing date: **July 28th 2021**

All candidates are encouraged to complete the Equal Opportunities Monitoring Form when applying. This will assist in monitoring selection decisions to assess whether equality of opportunity is being achieved, however, the provision of this data is entirely optional.

Any information collated will be treated as strictly confidential and will not be used in the short-listing process.



Equal Opportunities In Employment Policy Statement

Warwickshire County Cricket Club will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

It is the intention of Warwickshire County Cricket Club that its work force, at all levels, should reflect the composition of the City's population. To achieve this Warwickshire County Cricket Club will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.