



Blackburn Rovers  
**Community  
Trust**

'Inspiring change in **our** community - **together**'

Job Specification

## Employability Officer

**Official charitable arm of Blackburn Rovers Football Club**

Ewood Park Stadium, Blackburn, Lancashire, BB2 4JF, United Kingdom  
rovers.co.uk | @brfctrust | 01254 508139



<b>Organisation</b>	<b>Blackburn Rovers Community Trust (BRCT)</b>
<b>Position</b>	<b>Employability Officer</b>
<b>Salary</b>	<b>£23,000 per annum</b>
<b>Location</b>	<b>Blackburn Rovers Football Club, Ewood Park Stadium, Blackburn, BB2 4JF</b>
<b>Type of Contract</b>	<b>Permanent</b>
<b>Additional Benefits:</b>	<ul style="list-style-type: none"><li>• 30 days annual leave (plus bank holidays)</li><li>• Flexible working location/arrangements (where possible)</li><li>• Access to staff match tickets (where possible)</li><li>• Free parking</li><li>• Pension scheme</li><li>• Generous sick pay scheme</li><li>• An internal staff wellbeing group to support staff welfare</li><li>• Joining an organisation with a track record of promoting from within</li><li>• Continuous personal development opportunities</li><li>• Additional pay for working matchday and community initiatives</li><li>• Official Blackburn Rovers staff uniform/tracksuit</li></ul>



# “Inspiring change in our community - together”

## What we look for:

At Blackburn Rovers Community Trust, we strive to create an environment where each and every employee has the potential for personal growth and where their impact directly drives success on and away from the pitch.

As the official charity of a prestigious professional football club, we are committed to building careers and are always look for people who:

- Think ahead and are not afraid to generate innovative ideas
- Value and respect themselves and others, build relationships, collaborate across the Community Trust and club and prioritise the Community Trust's achievements rather than their own
- Get things done efficiently and effectively, deliver to the highest standards and take responsibility

## Life at Blackburn Rovers Community Trust:

Our staff and volunteers are our most important and greatest assets and we provide a vibrant, enjoyable and rewarding work environment.

The Community Trust operates out of two main core sites:

- Ewood Park (Darwen End Stand and the Blackburn Rovers Indoor Centre)
- Our Lady and St John's Catholic College

Supporting the two core sites, we operate from a number of schools, community centres and grassroots settings.

## Who we are:

Blackburn Rovers Community Trust (BRCT) is a successful award-winning charity that is continuing to grow as a sustainable dynamic organisation that positively impacts on the local community. We employ over 45 full-time staff and engage with over 40,000 people annually. We are dedicated to providing the best possible services to local people through a variety of programmes which aim to upskill, create opportunities and improve the health of those we serve.





## Our Vision, Mission and Values

Given the needs that our charity has identified within the local area, we have formulated a strategy to ensure that these requirements are met by our charity, providing support and opportunities for those who need them the most.

## Our Values

We have a dedicated and determined group of staff who are all committed to ensuring that our values are embedded in everyday thinking, from planning to fundraising to delivery. It is essential that all connected with Blackburn Rovers Community Trust share in these values to assist us in achieving our ambitions of:

- Building positive partnerships with like-minded organisations.
- A pro-active style in progressing the impact and quality of our work.
- An open and honest approach to working will all parts of our community.
- To ensure that anyone who wants to engage with the Trust can do so.

### Our Vision is to:

Inspire change  
 Raise aspirations  
 Invest in futures  
 Improve health & wellbeing  
 Provide sports opportunities  
 Build a more inclusive community

### Our Core Values:

Innovation  
 Creativity  
 Individuality  
 Inclusivity  
 Diversification  
 Proactivity  
 Ambition  
 Determination  
 Principles  
 'Family'

### Our Pillars:

Encouraging Achievement  
 Enhancing wellbeing  
 Fulfilling potential  
 Success through sport



1.	Job Title	Employability Officer
	Salary	£23,000 per annum
	Hours of Work	You will be expected to work a minimum of 37.5 hours per week, excluding lunch breaks. The role may on occasion include evening and weekend unsociable hours. 30 days annual leave plus bank holidays
	Location	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF.
	Responsible To	Community College Manager
	Contractual Status	Permanent
	Closing Date	10:00am on Monday 24 <sup>th</sup> April 2023
Interview Date	w/c 24 <sup>th</sup> April 2023	
2.	Overall purpose of the Job	<p>Under the reasonable direction of Community College Manager, carry out the delivery of the Female Veterans' Leadership and Employability Skills (FVLES) Programme and the Traineeship programme.</p> <p>To deliver a 9-month programme which consists of employability workshops and health and wellbeing activities to support female veterans to recognise and develop their transferable skills and build their career confidence.</p> <p>To support and deliver quality teaching, learning and work placement opportunities on the 10-week Traineeship programme for NEET young people aged 16 to 24-years-old. To meet pre-set objectives and learning outcomes, which is stipulated in the funding requirements.</p> <p>To support the delivery of employability courses. These courses will be flexible and give the successful candidate the opportunity to help shape the delivery programme.</p> <p>To support female veterans who may have mental health problems to seek advice and guidance to support them to achieve. To signpost participants to female specific veteran services. Tracking of support and liaison with councillors and BwD support networks.</p> <p>To support the delivery of NCFE functional skills in Maths and English.</p> <p>To manage a range of internal and external work placement. The successful candidate will also need to set up and establish these placements with the help of the Community College Manager.</p> <p>To facilitate and encourage participants across both employability programmes to continue onto further study programmes, volunteering or to gain part-time or full-time employment.</p> <p>To support the Community College Manager with recruitment. This will require a good understanding of the programmes and exit routes.</p> <p>To contribute to raising standards of student participant attainment.</p>

		<p>To share and support the trust's responsibility to provide and monitor opportunities for personal and academic growth.</p>
3.	Duties and Responsibilities	<p>To be responsible for:</p> <p>Delivering the FVLES and Traineeship Programme.</p> <p>Coordinate a range health and wellbeing activities alongside employability workshops.</p> <p>Work with a range of external agencies to recruit and support the delivery of the FVLES and traineeship programme. These agencies will be expected to refer young people onto the course and aid recruitment.</p> <p>Contributing to the excellence of teaching and learning.</p> <p>Support the development of the programmes through participating in recruitment events.</p> <p>Ensuring that all contact with and arrangements for participants and their welfare is safeguarded and promoted.</p> <p>Act as a personal tutor to participants; supporting them to achieve their goals. An understanding of mental health issues is vital due to the nature of the participants targeted.</p> <p>Contributing to the quality assurance within the Community College.</p> <p>Participating in continuous professional development activities.</p> <p>Promoting equal opportunities in service delivery and employment.</p> <p>To promote and safeguard the welfare of participants for whom you are responsible and with whom you come into contact.</p> <p>To maintain good order and discipline among the participants and safeguard their health and safety both when they are on the Trust premises and when they are engaged in authorised Trust activities elsewhere.</p> <p>Acting in accordance with Trust corporate objectives and policies and seeks to promote them.</p> <p>Maintaining awareness of, and acting in accordance with, the provisions of the Health &amp; Safety at Work Act.</p> <p>Fulfilling other duties, as may reasonably be required from time to time, including evenings, Trust events etc.</p>
4.	General	<p>To always, represent Blackburn Rovers FC and BRCT in a professional manner regarding dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible and unsociable hours where the role of the job requires including some evenings and weekends and overnight stays.</p>

5. Person Specification		
	Essential	Desirable
Knowledge and Experience	<p>Teaching experience.</p> <p>Knowledge of veteran communities and awareness of challenges they face.</p> <p>Recruitment of participants.</p> <p>Liaising with external agencies.</p> <p>Working with challenging and vulnerable young people.</p> <p>Previous delivery on a NEET programme.</p> <p>Offering support, guidance, and signposting to those with mental health issues.</p>	<p>Experience of leading a programme.</p> <p>Veteran</p> <p>Pastoral support.</p> <p>Competent in IT and have good knowledge of Blackburn Rovers, Blackburn Rovers Community Trust, employability, and the local area.</p>
Skills	<p>Innovative and flexible approach to supporting participants.</p> <p>Flexible and positive attitude towards new courses in this area.</p> <p>Suitable to work with participants with the ability to form good relationships with female veterans aged 16-64.</p> <p>Suitable to work with students and with the ability to form good relationships with 16 to 24-year-old students.</p> <p>The ability to work professionally as part of a team of staff.</p> <p>Ability to respect confidentiality and professionally on issues.</p>	
Values	<p>A pleasant and approachable demeanour.</p> <p>Self-aware, self-motivated and proactive.</p> <p>Flexible and adaptable.</p> <p>Strong sense of quality and values.</p> <p>Inclusive.</p>	

<b>Qualifications</b>	Minimum of five GCSEs including English and Maths at a Grade C/4 or above (or equivalent).	<p>Information, Advice and Guidance</p> <p>PTTLS or PGCE</p> <p>To hold a valid UK driving licence.</p> <p>Assessing qualification</p> <p>Acceptance to complete mandatory training, there may be conditions attached to these training courses. (To be discussed at interview)</p>
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**How to apply:**

To apply, please email your application form, equal opportunities form and covering letter to [recruitment@brfctrust.co.uk](mailto:recruitment@brfctrust.co.uk). CVs will not be accepted.

Recruitment ([recruitment@brfctrust.co.uk](mailto:recruitment@brfctrust.co.uk))  
 FAO: Gary Robinson (CEO)  
 Blackburn Rovers Community Trust  
 Ewood Park  
 Blackburn  
 BB2 4JF

**Please note:**

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and a number of whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

**Safeguarding Recruitment:**

Blackburn Rovers Community Trust and Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record and/or the FA's Whole Game system, which will be shared with key football and other sports governing bodies and organisations where applicable.

**Equality, Diversity and Inclusion:**

As we are a diverse community trust that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. BRCT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

You can view Blackburn Rovers Community Trust's 2021 Impact Report by clicking [HERE](#)

