



in the  
**community**  
*One Club, One Community, One Town*

## **Job Advert Programme Lead (Schools & Mentoring)**



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We are a growing sport-for-development charity based in Bolton that offers employees the opportunity to deliver life-changing work that makes an impact alongside colleagues who share a mutual passion for improving people's lives. We are looking for passionate and motivated staff who will help us to achieve our vision of 'A Connected Bolton Without Disadvantage'.

Our mission is to use the power of Bolton Wanderers Football Club to inspire, support and deliver positive change. Through intervention, prevention and targeted engagement we create sustainable pathways that transform lives. By working together we connect people, enabling communities to thrive and succeed.

We continue to be an innovative and forward-thinking charity that works in partnership with local, regional and national organisations to achieve the greatest outcomes for our beneficiaries.

***We are advertising for a Programme Lead for Schools & Mentoring.***

***This role will oversee the entirety of our schools and mentoring programme area. The role will be a blend of people / project management and strategic growth over the next 2-3 years, looking at how we grow our schools engagement work across School delivery and 1-to-1 mentoring.***

***The role also includes the delivery of our PL Inspires project, which works mainly with Pupil Referral Units (PRUs) and young people at risk of educational exclusion, to inspire and help them reengage with formal learning (alongside a team of specialist delivery staff). The role will also oversee the successful delivery of our PL Primary Stars and our 1-to-1 mentoring work, by managing the teams responsible for their delivery.***

The pay range we are offering is £23,000 - £26,999, on a 2-year fixed term contract.

**The Location:** Bolton Wanderers in the Community (BWitC) is based at the University of Bolton Stadium, the home of Bolton Wanderers Football Club. Situated in the heart of the North West we are commutable from Manchester, Preston and Liverpool with great transport links including strong public transport and motorway links. Middlebrook retail park is adjacent to the stadium which offers an abundance of options for lunch and leisure.

#### **Why Should You Apply?**

- Work for a forward thinking, progressive charity that makes a positive impact on people's lives.
- Great benefits including two Bolton Wanderers Season Tickets, Health and Pension Package, opportunities for paid overtime, a commitment to CPD opportunities for staff and free staff parking onsite.
- We are committed to ensuring that staff have a strong work life balance. Staff have the ability to blend their approach to home and office working, with BWitC priding itself on its flexibility.

**An application pack can be downloaded from our website. Please complete the application form, stating how you meet the person specification and email the return to Jonathan Mills by Wednesday 13th<sup>st</sup> April 9am:**

[jmills@bwitc.org.uk](mailto:jmills@bwitc.org.uk)

For an informal discussion on the role or for more information please call 01204 673790.



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## Job Description

**Responsible to:** Education and Inclusion Manager

**Responsible for:** Project Officers and Community Engagement Officers within the Schools and Mentoring Programme Area.

**Budget Responsibilities:** PL Inspires, Mentoring and PL Primary Stars budgets.

### **Main duties and responsibilities:**

The overall aim of the role is to oversee the entirety of our Schools and Mentoring projects as well as the successful delivery of our Premier League Inspires project; this will involve:

- Responsible for the successful coordination and delivery of the Premier League Inspires project in line with pre agreed key performance indicators and budget.
- Coordinate the operational day to day running of the project, ensuring quality delivery, innovation and supporting staff in any aspect of their work.
- Write innovative and engaging lesson plans for young people who are at risk of educational exclusion with a fun, engaging and out-of-the-box approach.
- Oversee the team of delivery staff that will deliver these sessions.
- Develop relationships with schools / PRUs and look to keep our delivery at the forefront of local and national issues, delivering specific work to approach these issues in real time.
- Use these relationships to grow our overall engagement and delivery, ensuring beneficiaries are receiving valuable, inspiring and life-changing sessions.
- To ensure the strategic growth of our 1-to-1 mentoring project, including recruitment of new mentors, development of relationships with referral partners and a plan of action for overall mentoring growth.
- Continue to work alongside key partners including Bolton Together and Bolton Council to ensure the successful delivery of our Mentoring Project.
- Regularly evaluate the programme and ensure continuous improvement in terms of outcomes.
- Adhere to all safeguarding policies and procedures.
- Provide effective management of Project Officers who are responsible for overseeing other projects within the area, including Premier League Primary Stars and BWitC Mentoring Project.
- To be an ambassador of BWitC by supporting us in creating a connected Bolton without disadvantage offering excellent customer service at all times and upholding the professional image of BWFC and BWitC.
- To represent BWitC at relevant activities/events
- To perform other duties as required, which are considered relevant to the objectives of BWitC



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## Person Specification



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## **ESSENTIAL CRITERIA**

### **Qualifications:**

- A degree or equivalent experience in education, youth work or other appropriate area.
- A Levels, NVQs or BTEC or equivalent experience within the industry.

### **Ability and Skills:**

- Written and verbal communication skills
- Organisation, planning and record keeping skills
- IT skills and a knowledge of Microsoft Office programmes
- A passion to strive for continual improvement and a commitment to delivering a quality service
- Ability to work both individually and as part of a team
- Ability to prepare and present monitoring reports

### **Experience**

- Experience of coordinating, delivering and evaluating projects, achieving set targets and KPIs.
- Experience of working with adults in group environments and facilitating these groups
- Experience of working with broad range of statutory organisations, external agencies, community and voluntary organisations.
- Experience of managing large scale project budgets.

### **Special Attributes**

- A passion and enthusiasm for working with disadvantaged young people who are at risk of educational exclusion.
- Confidence in planning and delivering engaging sessions to young people (ages 11-18).
- Strong interpersonal skills and the ability to build trusting relationships with the individuals.
- Ability to use initiative and work effectively both alone and as part of a team.
- Experience of management and building high-performing teams within a workplace.
- A passion for innovation, forward-thinking and the ability to visualise programme growth.
- An understanding of safeguarding policies and procedures.
- Possess a full and clean driving license with access to a suitable vehicle with business insurance cover.
- A flexible attitude to working and willing to work evenings and weekends when required.
- Commitment to development and willingness to undertake training where necessary.
- Commitment to Bolton Wanderers in the Community's vision, mission, values and behaviours.
- An understanding of equality, diversity and inclusion policies and practice.

## **DESIRABLE CRITERIA**

- Experience of monitoring and evaluation systems such as Substance Views  Evidence of advanced knowledge relating to engaging disenfranchised groups.
- To be able to interpret and analyse data.
- Experience of leading and delivering educational sessions.

Bolton Wanderers in the Community is an Equal Opportunities Employer and recognises the importance of



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safeguarding children and vulnerable adults in our workplace.

This Post will be subject to an enhanced DBS Disclosure and two acceptable references

**Additional Benefits**

- A supply of BWFC kit
- Mileage allowance
- 2 x BWFC season tickets (subject to passing probation period)
- Access to Health Shield health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)

**Date prepared: 06/04/2022**