



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

## Job Advert

### Employability Project Officer

**Job Title:** Employability Project Officer

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.

***Are you passionate about young people? Do you want to play a vital role in ensuring the young people of Bolton achieve their potential? Would you enjoy working as a part of an energetic and driven team?***

***If so, we are looking for a creative, dynamic and passionate Employability Project Officer to join our amazing team. Our Employability programme uses the power of football and the brand of Bolton Wanderers Football Club to inspire people in the Bolton community to develop the skills, qualifications and attitudes needed to find and sustain meaningful employment. We develop and deliver effective innovative courses, programmes and activities to re-engage those furthest from the job market in learning, inspiring them to achieve their potential.***

***The purpose of this role is to coordinate and deliver on our Employability programme, including BWitC's Working Wanderers project which prepares participants for further education and employment by empowering them to develop personal, social, employability and life-skills, through a series of regular face-to-face group sessions, mentoring and workshops, providing participants with the help they need now and supporting them to plan for their future.***

The pay range we are offering for this role is £23,000 - £24,000 pa subject to relevant qualifications and experience. The successful candidate will be employed on a fixed term contract until 30<sup>th</sup> June 2025 (extended pending funding confirmation).

**The Location:** Bolton Wanderers in the Community (BWitC) is based at the Toughsheet Community Stadium, the home of Bolton Wanderers Football Club. Situated in the heart of the Northwest 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 peoples' 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 and email the return to Jonathan Mills ([jmills@bwitc.org.uk](mailto:jmills@bwitc.org.uk)) by midday on Wednesday 10<sup>th</sup> of April. Please note, we reserve**



**the right to close applications earlier based on the number of applications received. It is advised to get applications in as early as possible.**

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

## Job Description

**Job Title:** Project Officer (Employability)

**Responsible to:** Programme Lead (Employability)

**Responsible for:** None

**Budget Responsibilities:** Working Wanderers

**Purpose of role:** To coordinate and deliver on Bolton Wanderers in the Community's Working Wanderers project and any other employability related initiative, ensuring the project achieves pre agreed key performance indicators.

**Main duties and responsibilities:**

- Ensure Working Wanderers and related projects achieve and exceed (where possible) project Key Performance Indicators (KPIs) and use innovative techniques to enhance the project/s.
- To deliver on and coordinate the operational day-to-day running of employability projects.
- To work closely with the Programme Lead for Employability to manage project budgets.
- Ensure all project monitoring and evaluation is captured and evidenced as per BWitC and funder expectations and is used to complete reports and to share the impact of our work.
- Ensure Salesforce is up-to-date for Working Wanderers and related employability projects in time for monthly checks.
- To maintain contact with participants beyond initial engagement to ensure we are able to continue to provide support long-term.
- Ensure we have up-to-date and accessible registration/emergency contact information for all Working Wanderers participants, in a GDPR-compliant way.
- To develop and maintain relationships with key partners and stakeholders to help raise awareness and generate referrals into the project.
- To be an ambassador of BWitC to help us to achieve our vision of '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 and be accepting and adaptable on occasions to work unsociable/weekend hours as necessary.

To perform other duties as required in line with the aims and objectives of BWitC.



# Person Specification

## **ESSENTIAL CRITERIA**

### **Qualifications:**

- A degree or equivalent experience in a similar role.
- 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 true 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 with working with educationally disengaged participants of a range of ages and abilities.
- Experience of coordinating, delivering and evaluating projects, achieving set targets and KPIs.
- Experience of planning, writing and delivering employability sessions to a variety of young people/adults.
- Experience of working with a broad range of partners, stakeholders and external agencies.

### **Special Attributes**

- A passion and enthusiasm for working with disengaged members of the community and those who suffer from emotional health and wellbeing concerns.
- Confidence in planning and delivering engaging sessions to a variety of age groups.
- Strong interpersonal skills and the ability to build trusting relationships with hard-to-reach people.
- Ability to use initiative and work effectively both alone and as part of a team.
- Experience of managing own time to allow for busy and quiet periods of delivery.
- A passion for innovation, forward-thinking and the ability to visualise programme growth, working alongside the Programme Lead for Employability to improve our delivery.
- An understanding of safeguarding and GDPR 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 (EDI) policies and practice.

## **DESIRABLE CRITERIA**

- Experience of monitoring and evaluation systems, particularly Salesforce.
- Evidence of advanced knowledge relating to barriers to employment in Bolton in particular.
- To be able to interpret and analyse data and use this to demonstrate impact.

Bolton Wanderers in the Community is an Equal Opportunities and Disability Confident Employer. We are also committed to the Football Association's Leadership Diversity Code. We welcome and encourage applications from underrepresented groups as well as those from diverse backgrounds. Appointment for new roles will be based on merit alone, regardless of age, (dis)ability, sex, gender identity, ethnicity, religion/beliefs and sexual orientation.



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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 UK Healthcare health cash plan (subject to passing probation period)
- Pension plans available

**Date prepared: 18/03/2024**