



Come and join our team!

Sharks Community Trust is the official charity of Sale Sharks Rugby Club.

We work hard every day to deliver our mission to inspire, support and deliver change to communities across the Northwest to people of all ages and abilities.

We work with over 12,000 people annually in three key areas: Community Engagement, Education and Rugby Development. Our highly skilled, dynamic and passionate team now deliver over 50 community projects that change the lives of a huge spectrum of people across the Northwest; from children and young people right through to senior citizens.

We believe in the power of our sport being used to positively transform people's lives. We believe the Northwest is a home to extraordinary people like you. **This is your chance to be part of our story!**

The charity is now looking to recruit to the role of **Education Programmes Manager** to work across each of the Trust's education programmes and projects.

Benefits of working for Sharks Community Trust

Sharks Community Trust expects professionalism, enthusiasm and dedication from its staff team. In return, you will get the following:

Sharks Community Trust Employee Benefits	
Uniform	Everyone will receive an allocation of Sale Sharks kit annually based on their role
Pension	All employees will be enrolled in the Trust's pension scheme and the Trust will match your contribution up to 3%
Annual Leave	Everyone is entitled to 20 days holidays plus all bank holidays and extended days over Christmas*. This allocation increases after three years' service.
Club Shop Discount	Discount in the club shop to an agreed allowance
Gym access	Access to the Sale Sharks High Performance Centre gym
Match Tickets	Access to Sale Sharks home matches for both the men's and women's team
CPD	Opportunity to develop yourself through a range of external and in house training
Work Phone or Mobile Phone Allowance	Depending on your role at the Trust, you will either receive a work phone to complete your role or a phone allowance. Phone allowance ranges from £10-£20 per month
Flexible Admin Working location	As agreed with line manager, admin work can be completed flexibly
Health insurance	Trust staff will be enrolled in the organisation's Vitality health insurance scheme after a successful six month probationary period
Management	Supportive and encouraging management group
Role	Key role in changing lives in our communities

Details of role

Job Description			
Job Title:	Education Programmes Manager	Contractual status:	Full-time
Hours of work:	37.5 hours per week	Starting Salary:	£26,000 - £28,000
Location:	Greater Manchester	Reporting to:	Head of Education
Closing date:	5pm Thursday 18 th August	Interview date:	TBC

Job Summary:

As Education Programmes Manager for Sharks Community Trust, you will be responsible for management, development and delivery of all education programmes and projects delivered by the Trust. This includes our core programme of HITZ Learning Academy, our Alternative Provision mentoring provision and our education projects such as Sharks on Track.

The successful candidate will have line management responsibility for all Education department staff and will co-ordinate the recruitment of young people onto programmes and projects as well as quality assure all programmes and monitoring reports.

Role and Responsibilities:

There are a number of key aspects to this role. The successful candidate will;

- Manage education staff to develop and deliver education programmes that meet partner, programme and learner requirements, including schemes of work, programme timetabling, quality assurance calendars and tracking systems.
- Lead on the recruitment of young people onto all programmes and projects to ensure all KPIs are met and support the Education Officers to ensure participants' attendance, achievement and progress onto effective and appropriate next steps.
- Manage relationships with core partner providers e.g., YMCA, and community partners to ensure all programme and project KPIs are met, and future opportunities are identified.
- Build strong relationships with partners/agencies to support ongoing participation, engagement and achievement by participating young people including work placement and progression opportunities.
- Be responsible for the administration of our training providers' paperwork and lead quality assurance all assessment completion paperwork.
- Be the first point of contact for safeguarding, advice and support for all staff and learners.
- Identify and co-ordinate funding applications in line with Foundation education ethos, design programmes and projects, and establish staffing and delivery to deliver on targets and budgets.
- Co-ordinate learner progress reports and create accurate monitoring records and reports for all programmes and projects and gather and analyse evaluation information on the systems for activities and individuals within those activities.
- Ensure subject knowledge and knowledge of qualification requirements is up to date in line with requirements of training providers and the Department of Education,
- Any other level appropriate duties as required by the employer.

It is key to this role that candidates:

- Understand and implement the Trusts' Safeguarding policy, procedures and best practice guidelines and to use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment
- Continuously evaluate the success and standards of their work and that of others, through rigorous self and departmental reflection and analysis. This includes creating a CPD plan.
- Are able to work flexible and unsociable hours where this is required by the role.
- Demonstrate the Sharks Community Trust values at all times.

- Promote Sharks Community Trust and Sale Sharks brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion across Sharks Community Trust and comply with all Charity policies and procedures.

Person Specification		
Criteria	Essential	Desirable
Qualifications	<p>Teaching Degree with QTS or equivalent</p> <p>A positive attitude towards professional development and their own learning</p>	<p>Level 1 or 2 sports coaching award in any sport</p> <p>Assessor or IV awards</p>
Experience and Skills	<p>At least 3 years' experience and a record of success of school, organisation or project leadership.</p> <p>Proven ability to lead the delivery of high-quality learning activities.</p> <p>Experience of working with NEET or hard to reach young people.</p> <p>Experience of assessment, monitoring and evaluation.</p> <p>Experience of managing external partnerships and reporting on agreed KPI's.</p> <p>A thorough understanding of safeguarding procedures.</p>	<p>Experience of working in a community outreach setting.</p>
Personal Attributes	<p>A passion for the community and making a difference.</p> <p>An ability to inspire others and work to tight deadlines.</p> <p>A friendly, positive 'can do' and courteous attitude.</p> <p>A commitment to the aims, vision and values of Sharks Community Trust.</p> <p>Ability to lead a team and foster good working relationships.</p> <p>Excellent organisation and time management skills.</p> <p>Excellent communication and motivation skills.</p> <p>Willingness to work flexible hours.</p> <p>Full driver's license and use of a vehicle.</p>	

Sharks Community Trust is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and vulnerable adults and employment will only be offered if a clear check and suitable references are received back.

To apply:

Please send a CV and a covering letter setting out why you believe you are our ideal candidate to claire.hanrahan@salesharks.com.

Please do not hesitate to contact Claire if you would like to discuss the role in more detail.

***Please note only candidates selected for interview will be notified.**