



## Higher Education Co-ordinator

**Location:** Plymouth (Primary base Plymouth Marjon University)

**Hours:** 40 hours per week

**Department:** Business

**Job type:** Full Time, Fixed Term Contract

**Salary range:** £27,000 - £30,895

**Contact email:** [dwain.morgan@pafc.co.uk](mailto:dwain.morgan@pafc.co.uk)

**Closing date:** 25<sup>th</sup> October 2022, 12.00pm.

Argyle Community Trust is looking to recruit a Higher Education Co-ordinator to manage and deliver our unique partnership with Marjon University. As a registered charity, the Community Trust works in close conjunction with Plymouth Argyle Football Club and many people across several sectors where sport has proven to be the ideal tool for creating lasting engagement with individuals. We are seeking a highly skilled and driven lecturer/deliverer with a relevant first-class degree or master's degree, and who has relevant teaching experience within sports coaching and development.

You will need to demonstrate a breadth of knowledge across the sector, be able to contribute to teaching on a range of degree programmes through the preparation of teaching resources and be able to use a range of delivery techniques to enthuse and engage higher education students. You will have excellent communication and listening skills and, given the need to engage students, strong interpersonal skills, empathy, and the ability to build relationships with individuals from a range of backgrounds. The role requires strong sales skills to develop key partnerships with schools and colleges for student recruitment working in collaboration with Marjon lecturers, marketing and outreach from Marjon, and ACT. Expertise in applied coaching is desirable to support practical delivery and to oversee the deployment of ACT football coaches who are employed to lead elite-level coaching of Marjon University men's and women's football BUCS Teams.

This is a unique role. Full induction, support, and ongoing CPD will be provided by ACT and Marjon to support the successful candidate to fulfil the role.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking safer recruitment including enhanced DBS checks prior to employment.





### How to apply

If you meet the specifications and would like to become part of the Argyle Community Trust team, please complete the application form via the link below, with a covering letter which should draw on all relevant aspects of your experience, including paid employment and/or voluntary work and training to demonstrate how your skills, experience, and personal qualities match the requirements of this job specification above.

<https://forms.gle/cnPrvHbr6Je95eTX9>

### The role:

As the Higher Education Co-ordinator, you will be responsible for working in partnership with the university to support with recruitment of students and oversee a high-quality sign-up journey for prospective learners.

As part of the role you will be responsible for the design and development of learning and teaching resources, and the delivery of lectures and seminars for identified modules within the subject area of BA (Hons) Football Coaching and Development and associated sport-related degrees as agreed with ACT and Marjon.

You will ensure that your contributions to the teaching programme is effectively delivered in accordance with both Marjon and Argyle Community Trust strategy, internal policies and procedures, and contribute to activities that will influence leading edge practice within Football Coaching and Development.

Whilst working from Home Park and the university, you will be responsible for the teaching, supervision, and assessment of students through their academic and applied study and will further be responsible for planning relevant field trips and facilitating industry-specific work placements. In addition, you will be responsible for working with university staff to shape module and assessment content that complies with nationally-recognised quality standards.

You will be responsible for working alongside the different Argyle Community Trust internal departments, as well as Marjon University staff, to plan and develop a suite of 'guest lectures' that uses staff across both institutions to compliment the degree programme. A suite of guest lectures that has been identified as adding value to the existing syllabus of work will be coordinated and facilitated by the Higher Education Co-ordinator, including all logistics and support.

The Higher Education Co-ordinator will also be responsible for supporting students on the degree programme to secure voluntary and paid employment opportunities within Argyle Community Trust. Working with the relevant departments internally, the successful post holder will sound out opportunities and support students with the application process and the transition into employment alongside their studies.





As part of the role, you will manage the overall university football experience for students by developing high-level playing programmes for both males and females competing in BUCS. You will ensure that professional standards are upheld, whilst managing a small team of coaches who will be delivering a practical programme that links into the FA's High Performance Centre.

Finally, you will act as a personal tutor and provide pastoral support to all students, including one-to-one support and be respectful of individual student needs and circumstances.

### Key Duties:

- Create and manage a recruitment timeline that outlines opportunities to work with further education establishments and community groups to promote the Football Coaching and Development and associated degrees at Marjon University.
- Deliver a range of diverse recruitment events and campaigns in line with the pre-identified strategy that promotes the course(s) to eligible learners.
- Attend UCAS fairs and other university recruitment activity such as open days and applicants days (including some weekends).
- Plan and develop a suite of lecture and seminar resources in line with module syllabuses, marking frameworks and professional standards (programmes are mapped to the Chartered Institute for the Management of Sport and Physical Activity - CIMSPA).
- Practically deliver lectures, seminars and practical sessions that sit within the degree timetable. On occasions, contribute academic delivery to a wider suite of degree programmes delivered at Marjon University.
- Coordinate and oversee an agreed programme of guest lectures delivered by various professionals from within Plymouth Argyle Football Club and Argyle Community Trust and wider football industry partners. Liaise with internal staff and Marjon lecturers to ensure content is pre-agreed and aligned to module outcomes.
- In collaboration with Marjon lecturers, contribute to learner assessment where required.
- In liaison with ACT colleagues, organise and facilitate a range of placements within ACT and PAFC.
- In liaison with ACT and Marjon staff, support the generation of research and applied projects for modules (Practical Football Development, Event Management in Physical Activity) and honours projects.
- Engage with Marjon Course Reps through course 'Student Voice Panel' to shape the partnership and academic content moving forward.





- Contribute to the Programmes Professional Advisory Group and support the administration of this with the Programme Leader.
- Work closely with Marjon Sport Federation to ensure that the BUCS Football Coaches for men’s and women’s teams are operating effectively.
- Manage a small team of football coaches to deliver high-quality football sessions to the university BUCS teams.
- Work with students, Marjon staff, and industry partners to reduce course attrition and retain learners where appropriate through a bespoke mentor support programme.

**Other Duties:**

- Work closely with the Argyle Community Trust Impact team to ensure all engagement statistics, outcomes and impacts are captured and recorded.
- Support the Impact team in producing mid-term and end-of-year case studies/reports.
- Proactively work with the education department and support knowledge exchange, as well as engage in ongoing departmental and ACT charity-wide CPD.
- On occasions, represent Argyle Community Trust at wider community events.
- Host relevant Higher Education partners at PAFC matchdays to develop future business opportunities.

PERSON SPECIFICATION		Application or Staff record or CV	Interview	Reference	Presentation/Task
<b>Qualifications</b>					
• Honours degree or masters in Sport Development or equivalent. Or, proven occupational competency	E	✓			
• Maths and English at GCSE grade C or above (4)	E	✓			
• Sport or well-being coaching/mentor qualification	D	✓			
• Mental health first aid or similar qualification	D	✓			
• Hold a full and clean UK driving license	E	✓			
• Assessors qualification (i.e. CAVA)	D	✓			





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• Basic first aid	D	✓			
• DBS clearance for regulated activity	E	✓			
<b>Knowledge and Understanding</b>					
• Understanding of academic delivery, learner recruitment/retention, and the wider HE industry	E	✓	✓		
• Evidence of lesson planning and delivery of academic content, including assessment marking and feedback	E		✓		
• Understanding of equality and diversity and an ability to apply this to teaching practice	E	✓	✓	✓	✓
• Ability to collaborate with and support industry partners to deliver shared project objectives	E		✓		✓
• Understanding of safeguarding principles and procedures and a commitment to delivering safe practice	E	✓	✓		✓
• Knowledge of best practice in working with adult learners in a classroom setting	E		✓		
• Demonstrate competence in applied sport development practice and event management	E	✓	✓		
• Experience of delivering academic sport content and practical sports coaching sessions	D		✓	✓	✓
• Understanding of UCAS and the broader higher education recruitment journey	D	✓	✓		✓
• Proven success within a sports coaching environment, including the planning and implementation of high-quality coaching content	D	✓		✓	
• Understanding of BUCS and higher education sport	D	✓			
<b>Management Skills and Abilities:</b>					
• Good organisational and time management skills	E	✓		✓	
• Ability to deliver academic sessions and best-practice workshops	E	✓	✓		
• Ability to work with and retain strong relationships with partner organisation and adult learners	E	✓	✓		
• Ability to plan, deliver and reflect on own and others work, in-keeping with ACT regulations and expectations	E	✓		✓	
• ICT Skills (Office - Word, Excel, Outlook, PowerPoint)	E	✓			





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<ul style="list-style-type: none"> <li>Evidence of successfully recruiting, supporting, and developing staff in both a classroom and coaching context</li> </ul>	D	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Proven ability to communicate effectively with potential students and current university learners to support their academic and personal development journey</li> </ul>	E		✓	✓	
<ul style="list-style-type: none"> <li>Ability to manage a range of relationships with external partners who can facilitate work placements, guest lectures, field trips and CPD</li> </ul>	E		✓	✓	
<ul style="list-style-type: none"> <li>Respond positively to feedback and strive for high standards and excellence in all aspects of the role</li> </ul>	E	✓	✓	✓	
<b>Communication:</b>					
<ul style="list-style-type: none"> <li>Good standard of English in both written and verbal communication</li> </ul>	E	✓	✓		✓
<ul style="list-style-type: none"> <li>Ability to accurately convey meaning and deliver academic content in a clear, concise, and engaging way</li> </ul>	E		✓		✓
<ul style="list-style-type: none"> <li>Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines</li> </ul>	E	✓		✓	
<ul style="list-style-type: none"> <li>Discretion and sensitivity in managing confidential information about staff and learners</li> </ul>	E		✓	✓	
<ul style="list-style-type: none"> <li>Able to use ICT in impact reporting and presentations</li> </ul>	D	✓		✓	
<ul style="list-style-type: none"> <li>Understand obligations regarding information sharing and GDPR</li> </ul>	E		✓		

