



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

Skills Manager - Devon and Cornwall

Level 4, £25,312 - £33,281

Full-time permanent

37.5 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years our mission has been to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

WHO WE ARE

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles. We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

OUR VALUES

We endeavour to uphold six core organisational values:

Professionalism - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

Inclusivity - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

Respect - we respect our partners, people, and communities and aim to gain the respect of others.

Excellence - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

Honesty - we are open and transparent in all our work and with the communities we serve.

Pride - we are proud of what the organisation and its parent club represent.

WHAT WE DO

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults. We strive to work ethically and transparently in everything we do.

OUR MISSION

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

Empower people in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

Promote physical participation and wellbeing by encouraging healthier lifestyles and removing barriers to participation.

Inspire supporters to engage with our community outreach programmes.

Improve our systems and structures to ensure we provide quality, efficient services that are value for money.

Understand and measure the impact of our programmes on the community.





ARGYLE COMMUNITY TRUST

Position:	Skills Manager
Location:	Across Devon and Cornwall (predominantly Plymouth based)
Offices:	Home Park, Outland Road, Plymouth PL2 3DQ Manadon Sports Hub, 121 St Peter's Road, PL5 3JG
Salary:	Level 4, £25,312 - £33,281
Contract:	Full-time permanent
Hours:	37.5 hours per week
Reports to:	Head of Education

Due to the success and popularity of our current programmes, the education department is expanding. We are looking for an individual who is passionate about supporting people in their journey through education and into employment. The main function of this role is the management of Argyle Community Trust's employment provisions across all our Devon and Cornwall based programmes, developing, and improving our offer to meet the needs of our learners and stakeholders.

The post of Skills Manager is a full-time post with responsibility to manage, develop and organise the range of ACT employability provisions across Devon and Cornwall. This work includes, but is not exclusive to, our adult education programmes, employability programmes, apprenticeship programmes, NCS outreach programme delivery and our probation work. We are looking for someone that can help shape programme delivery, manage, and develop further provisions; the post holder will therefore need to have a broad range of experience in the employment and apprenticeship sectors and be familiar with the current landscape and guidance around developments and changes in accredited courses, apprenticeship funding and employability routes.

Leadership and line management of our current, employment staff is a central part of this role and the ability to focus upon setting high standards, monitoring quality, and improving outcomes is essential as well as a desire to develop new and innovative methods of delivery. The postholder will need to be able to form good relationships internally across departments and externally with local colleges, schools, and employers, to build stronger partnerships and promote the work of the Trust.

The successful applicant will be an excellent practitioner with proven organisational skills and an understanding of how to help learners progress at all levels. An appreciation of what motivates and engages people and the ability to engage with learners of all abilities is essential. Experience of delivering employability and/or apprenticeship related courses is a requirement of the role as the successful candidate will contribute to some face-to-face delivery (0.4).

HOW TO APPLY

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>.

You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only.

If you would like further information or wish to discuss the post contact ACTrecruitment@pafc.co.uk.

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>.

Closing date for applications - Thursday 21st December 2023, 5pm

JOB DESCRIPTION

Primary Objectives of the Role

- Inspire, lead and manage the employability staff in the delivery of an exemplary provision, setting the tone and insisting upon high standards for all programmes, placing learners' wellbeing and progress firmly at the heart of all departmental decision making. [Manage and Deliver]
- Work alongside the Head of Education to monitor and evaluate employability and apprenticeship programmes in order to track progress, demonstrate attainment, measure impact and recognise achievements, liaising with the impact team to create valid and reliable ways in which to capture outcomes and attainment. [Quality and Impact]
- Foster productive working relationships with internal and external stakeholders and funders ensuring that outcomes and KPIs are met and that all employment programmes fulfil the requirements of SLAs and contracts. [Development and Partnerships]
- Implement plans for continuous improvement creating improvement plans (SIFs) based on collected evidence, data and SEFs, setting KPIs and appropriate targets and monitor progress towards their completion. [Development and Partnerships]
- Be responsible for compliance with examination boards, Ofsted, and quality assurance of examination practices. Ensure that all relevant requirements are met with regard to employment provisions, producing project budgets, monitoring and updating as appropriate and ensuring adherence to the ACT's financial controls policy. [Budgets and Accountabilities]

Manage and Deliver

- Inspire and lead ACT employability staff in the delivery of an exemplary provision, setting the tone and insisting upon high standards for all employability programmes, placing learners' wellbeing and progress firmly at the heart of all departmental decision making.
- Line management of ACT Employment staff, establishing clear KPIs ensuring that ACT's performance management system is in place to support and develop delivery staff.
- Act as a first point of contact for care and customer service to our learners dealing with all compliments, comments, complaints, and enquiries politely and efficiently. Provide support and information to parents and carers ensuring that ACT fulfils DfE and KCSIE guidance.

Development and Partnerships

- Be the main contact for all ACT Employment projects and programmes, maintaining and developing productive working relationships with internal and external stakeholders and funders ensuring that outcomes and KPIs are met and that all education programmes fulfil the requirements of SLAs and contracts.
- Complete due diligence and tendering processes for external partners implementing systems for managing and supporting learners and providing the interface between job centres, the prison and probation services colleges, schools, and ACT.
- Hold regular review meetings with all partners and ensure that the Trust provides clear and efficient communication when required.



Budgets and Accountabilities

- Monitor and evaluate ACT employability training programmes to track progress, demonstrate attainment, measure impact and recognise achievements, liaising with the impact team to create valid and reliable ways in which to capture outcomes and attainment. Produce reports that demonstrate the impact and value of programmes being delivered.
- Manage programme finances through the production of robust budgets, monitoring and updating as appropriate and ensuring adherence to the ACT's financial controls policy.
- Ensure that staff understand their responsibilities regarding the efficient use and husbandry of resources and Trust property including vehicles, kit and equipment, ensuring logs and inventories are kept up to date.
- Oversee the Health & Safety and Safeguarding procedures and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are in place and delivery is compliant with Trust and latest KCSIE DfE guidance.

Quality and Impact

- Implement plans for continuous improvement creating improvement plans based on collected evidence, data, and SEFs, setting KPIs and appropriate targets and monitor progress towards their completion.
- Undertake quality assurance checks including lesson/session observations and quality assurance visits addressing deficits and concerns as appropriate.
- Ensure that individuals and groups of participants are motivated, stretched and challenged at appropriate levels across all interventions and that systems to identify and support all learners' needs are in place and are shared and understood by staff.
- Support CPD and tutor development ensuring that assessors, tutors, and coaches improve personal skills and develop professionally as well as keeping up to date with best practice across the sector.

Management Responsibilities

- Prioritise Health and Safety and Safeguarding when planning and delivering to ensure that the Trust protects the welfare and safety of all staff, volunteers, and participants.
- Promote compliance ensuring that the Trust enforces all policies and procedures, challenging staff when they don't do the right thing.
- Take responsibility for promoting the Trust, creating positive relationships within local and national networks, and enhancing the reputation of the Trust.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.
- Facilitate ACT's strategic and charitable aims ensuring that our work inspires and makes a positive difference to Devon and Cornwall communities.



PERSON SPECIFICATION






Qualifications and Experience	
Degree in related subject (Level 5)	E
Higher Level Teaching Qualification, QTS or MA	E
Assessor or Internal Verifier Qualification	E
National coaching qualification endorsed by the sport's governing body	D
Significant experience (min 3 years) working at a management level	E
Experience of monitoring and evaluating projects working effectively towards KPIs and outcomes	E
Experience of liaising with wide range of external stakeholders	E
Experience of working on employability and apprenticeship programmes	E
Knowledge And Understanding	
Understanding of Adult Education and Apprenticeship Funding and Developments	E
Current knowledge of Vocational training and progression routes.	E
Understanding of Apprenticeship and Traineeship delivery.	E
Understanding of safeguarding principles and procedures and a commitment to safe delivery	E
An understanding of delivering education or training within a sports or vocational setting.	D
Understanding of SEND and positive behaviour management	E
Management Skills and Attributes	
Excellent listener with the ability to understand the needs of external stakeholders and identify mutually beneficial partnership opportunities	E
Excellent organisational and project management skills with the ability to problem solve	E
Excellent communication and interpersonal skills including good negotiation and persuasive skills	E
Excellent attention to detail and risk management	E
Ability to create a strong team culture and work independently	E
A creative, can-do and solution-oriented approach to work, with the ability to solve problems.	E
Staff Skills and Attributes	
Proven relationship-builder at all levels with strong interpersonal skills	E
Behave in an inclusive and respectful way, always representing the positive EDI values of the Trust	E
Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face presentations and written materials	E
Understand obligations regarding confidentiality, information sharing and GDPR	E
Good standard of English in both written and verbal communication; effectively conveying information at an appropriate level	E
Respond positively to feedback and strive for high standards and excellence in all aspects of the role	E

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Head of Education	City College Plymouth
Devon and Cornwall Employment Lead and tutors	PL Funding Partners
Higher Education Coordinator	Examination Board Contacts
Apprenticeship Manager	Local Head Teachers/Academy Leads
Designated Safeguarding Officer	SFE and Other Grant funders (Babcock, Careers South West)
Health and Safety Manager	



BENEFITS - WHY WORK FOR US?

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives and progression based on key performance indicators, appraisals and added value to the Trust.

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit






Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four days
-  Private healthcare after two years of service, not contractual but based on how the charity performs

Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

-  Work mobile phone with some allowance for personal usage
-  Use of company vehicle for work purposes only
-  Car allowance



Equality, Diversity and Inclusion

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

Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.

Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

www.argylecommunitytrust.co.uk

community@paafc.co.uk

01752 562561 ext. 6

     @argyletrust

Scan to view our 2022/23
Impact Report



SCAN ME

Company Number 06797988
Registered Charity Number 1128906
VAT number 406591203



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