



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

Youth Employment Coordinator

£30,000 per annum | fixed term (12 months) full-time | 37.5 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been 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.

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.



| | |
|--------------------|--|
| Position: | Youth Employment Coordinator |
| Location: | Plymouth |
| Offices: | The Hub at Foulston Park, Madden Road, Plymouth PL1 4NE Home Park, Plymouth PL2 3DQ |
| Salary: | £30,000 per annum |
| Contract: | Fixed Term 12 months with strong possibility of funding extension, full-time |
| Hours: | 37.5 hours per week |
| Reports to: | Employability Manager |

Argyle Community Trust is the official charity of Plymouth Argyle Football Club and delivers a wide range of education, employability, health and community programmes across Devon and Cornwall.

Due to the continued growth of our education and employability provision, we are seeking to appoint an Youth Employment Hub Co-ordinator based at The Hub at Foulston Park, Devonport.

The Youth Employment Hub will act as a local access point for young people and adults seeking education, employment, training and personal development opportunities. The role will focus on coordinating skills provision, supporting individuals into positive pathways, and working collaboratively with partners including colleges, training providers, employers and local agencies.

The post holder will play a key role in engaging individuals who may be at risk of becoming disengaged from education or employment, helping them to access opportunities such as:

- Education and training programmes
- Apprenticeships
- Employment opportunities
- Employability skills development
- Personal development and life skills programmes

The Youth Employment Coordinator will support the delivery of the Employment Hub by engaging participants, identifying progression routes and working closely with the Trust's education, employability and apprenticeship teams. A key focus of the role will be building strong relationships with local employers, promoting live job vacancies, and coordinating employer engagement activities including skills workshops, drop-in advice sessions, mock interviews and careers events.

The postholder will help ensure participants gain direct exposure to employers and real employment opportunities, supporting progression into sustained education, training and work while contributing to the wider community impact of Argyle Community Trust.

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://hr.breathehr.com/v/youth-employment-coordinator-45743>

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 - Sunday, 29 March 2026

Shortlisting - Monday, 30 March 2026

Interview Date -Thursday, 3 April 2026

JOB DESCRIPTION

Primary Objectives of the Role

- Coordinate the day-to-day running of the Youth Employment Hub at Foulston Park, ensuring it operates as a welcoming and accessible space for learners and job seekers.
- Act as the first point of contact for individuals accessing the hub, providing initial advice and guidance.
- Carry out initial diagnostic assessments to identify suitable pathways for participants.
- Support individuals to develop personal action plans focused on progression into education, employment or training.
- Signpost individuals to live job opportunities, relevant programmes delivered by Argyle Community Trust or partner organisations.

Participant Support and Engagement

- Support participants to build confidence, employability skills and motivation to progress.
- Deliver or coordinate employability and personal development workshops, including CV writing, interview preparation and job readiness skills.
- Provide ongoing support to individuals to help them remain engaged in their progression pathway.
- Track participant progress and record destination outcomes including employment, training or education.

Partnership Development

- Develop strong relationships with local employers, colleges, training providers and support agencies.
- Work collaboratively with partners to identify opportunities such as:
 - Work experience placements
 - Apprenticeships
 - Training programmes
 - Employment opportunities
- Represent Argyle Community Trust at network meetings, careers events and partnership forums.



Events, Outreach and Promotion

- Organise skills events, recruitment fairs, careers workshops and employer engagement activities at Foulston Park.
- Support outreach activity targeting individuals who may benefit from Youth Employment Hub services.
- Promote the Youth Employment Hub through community engagement, marketing materials and social media activity.
- Work with the Trust's communications team to share success stories and programme impact.

Administration and Reporting

- Maintain accurate records of engagement and outcomes using internal systems.
- Produce reports on participation, engagement and progression outcomes.
- Support monitoring and evaluation requirements linked to programme funding.
- Ensure compliance with safeguarding, data protection, equality and health and safety policies.

Core 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.
- Enhance the reputation of the Trust by creating positive relationships within local and national networks.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.
- Take personal responsibility for executing your duties, understanding policies and following procedures



PERSON SPECIFICATION

| Qualifications and Experience | |
|--|---|
| GCSE Grade C/4 or above in English and Maths (or equivalent) | E |
| Experience working in education, employability or community engagement | E |
| Experience supporting individuals into employment, training or education | D |
| Experience working with young people or disadvantaged groups | D |
| Knowledge of local training, apprenticeship and employment pathways | D |
| Knowledge And Understanding | |
| Understanding of employability skills and career progression pathways | E |
| Awareness of apprenticeship programmes and vocational education routes | E |
| Understanding of safeguarding and supporting vulnerable individuals | E |
| Knowledge of the local skills and employment landscape | E |
| Core Skills and Attributes | |
| Excellent interpersonal and communication skills | |
| Ability to build positive relationships with individuals and partners | |
| Strong organisational and time management skills | |
| Ability to motivate and support individuals to achieve positive outcomes | |
| Good IT skills including Microsoft Office and database systems | |
| Ability to work independently and as part of a team | |
| Staff Skills and Attributes | |
| Proven relationship-builder at all levels with strong interpersonal skills | |
| Behave in an inclusive and respectful way, always representing the positive EDI values of the Trust | |
| Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face presentations and written materials | |
| Understand obligations regarding confidentiality, information sharing and GDPR | |
| Good standard of English in both written and verbal communication; effectively conveying information at an appropriate level at an appropriate level | |
| Respond positively to feedback and strive for high standards and excellence in all aspects of the role. | |

RELATIONSHIPS

| Key Internal Relationships | Key External Relationships |
|---------------------------------|--|
| Skills Manager | Jobcentre Plus / employment services (DWP) |
| Head of Education | Skills Launchpad |
| Apprenticeship Manager | Local employees |
| Education Manager | Colleges and training providers |
| Health and Safety Manager | Local authority partners |
| Designated Safeguarding Officer | Community organisations and charities |

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
-  Healthcare Cash Plan after successful completion of probation, 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



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

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

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Scan to view our 2022/23
Impact Report



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Registered Charity Number 1128906
VAT number 478581341



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