

HIGHER EDUCATION PROGRAMME OFFICER

Candidate Brief



CONTRACT TYPE:

10-Month Fixed Term
(Maternity Cover)

DEPARTMENT:

Projects & Participation

REPORTING TO:

Education & Employability
Manager

LOCATION:

Remote, North-West England



INTRODUCTION TO EFL in the COMMUNITY (EFLitC)

The EFL is about two things; great football competition on the pitch and improving lives of people in communities off it. With more than 40 million people living within 10 miles of an EFL Club, the potential to connect with local people is as great as it has ever been

EFL in the Community is the charitable arm of the EFL (English Football League).

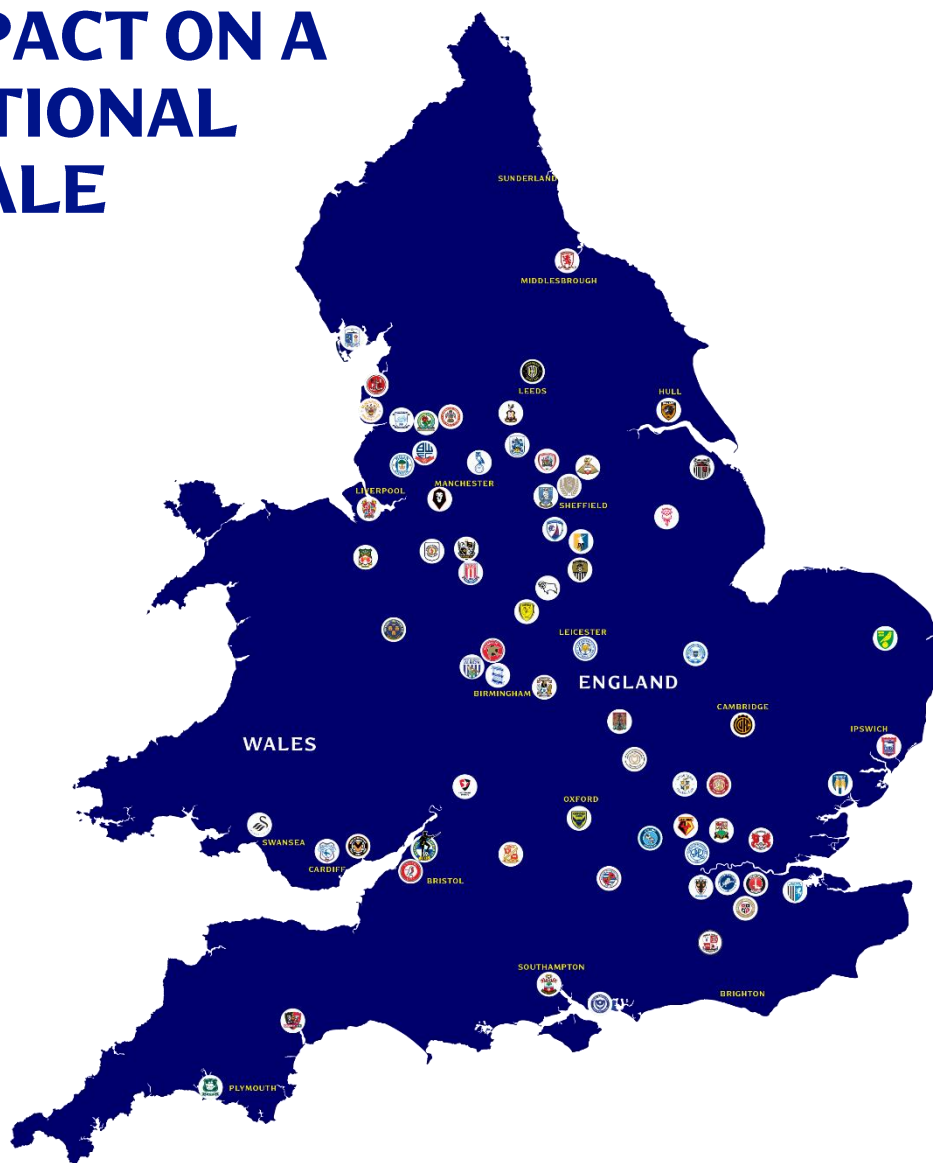
EFL in the Community (formerly the EFL Trust) was established in 2008 to support the groundbreaking work of EFL Football Club charities.

This network of charities across England and Wales use the power of the Club badge to reach people who need help. They deliver a wide range of initiatives focused on improving health and wellbeing; raising aspirations and realising potential – building stronger, more cohesive EFL communities.

Football Club charities engaged over 1.1 million participants last season and generated a total of £1.24 billion worth of social value across the full range of community initiatives and programmes.



LOCAL IMPACT ON A NATIONAL SCALE



72

EFL Clubs and their charities cover a catchment area of 46.7 million people, 80% of the population of England and Wales

£1.24 billion

Social value delivered to society every season

Over 1.1 million

Participants engaged last season

83%

Participants reported improved readiness for work through education and training

77%

Participants reported improved mental health

95%

Participants reported improved feelings of social connectedness

365 days

A year of support to EFL communities



OUR VISION

A collective network of 72 distinct organisations each equipped and empowered to address their community's diverse social challenges using the power of football to improve lives

OUR MISSION

We will enhance and amplify the capacity and capability of the EFL Club Community Organisations.

We will support the network to develop greater social value and create stronger and healthier communities.

We will collaborate, lead and serve. We will be our network's greatest supporter.

EFL/EFLitC's GROWTH TRAJECTORY



AUDIENCE

Highest volume of live broadcast output of any UK sport (1,050 live matches per season)

ATTENDANCE

Highest attended sports league in Europe

COMMUNITY

Unrivalled nationwide integration across 72 Clubs & communities (online and offline)

PURPOSE

Best in-class EDI provision ('EFL Together' strategy)

GLOBAL

Record international broadcast output plus regional marketing partnerships (including USA)

There is an opportunity for a high-performing individual to join the team and play a key role in the EFLitC's continued growth...

JOB PURPOSE

Working within the Project & Participation Team and wider EFLitC, the Higher Education Programme Officer will be responsible for regional support of Higher Education (HE) programmes, delivered by English Football League in the Community (EFLitC) in partnership with University of South Wales (USW).

You will deliver academic support services for these programmes across an agreed cluster of Football Club charities, to monitor and support students' academic progress and engagement on HE programmes. The candidate will support the Education and Employability Manager and EFLitC with monitoring and evaluation, quality improvement, development, and resourcing measured against the USW critical success factors for recruitment, retention, satisfaction, good honours, and progression.



KEY RESPONSIBILITIES

The successful candidate will be expected to be responsible for the following:

FOOTBALL CLUB CHARITY SUPPORT

- Deliver academic support coaching to students on HE programmes that are delivered in partnership with the University of South Wales
- Report on any issues or common themes that may be apparent at a Football Club charity to the Education and Employability Manager and Degree Course Leader to help inform a profile of engagement for each student, identifying those students that are at risk of withdrawing (or being withdrawn) from the programme
- Ensure Football Club charities delivering the programme are adequately resourced and compliant with the programme Service Level Agreement
- Provide quality assurance of the delivery of the programme by Football Club charities, reporting all findings to the Education and Employability Manager
- Agree recruitment plans with mentors at Football Club charities at the beginning of each academic year, and monitor progress against the plan
- Delivery of recruitment and retention activities, to support Football Club charities to meet critical success targets for recruitment and retention across the HE programmes they deliver

LEADERSHIP & EXPERTISE

- Liaise regularly with Football Club charity employees to monitor student progress and engagement (e.g., student attendance)
- Create, implement, and monitor site action plans as required
- Attend and partake at course induction other residentials as required, at the University of South Wales
- Provide pastoral support, signposting, and referral for students to the appropriate club or University support services (careers, finance, medical departments)
- Support the on-boarding of new delivery partners to the programme in your region, ensuring they are fully prepared prior to their first academic year of delivery
- Ensure Safeguarding, Data Protection, Health & Safety and other organisational requirements are embedded within the USW HE programmes
- Provide and ensure good quality case studies and stories are shared with Marketing to support the promotion of the programmes

WHO WE ARE LOOKING FOR

The successful candidate will be able to demonstrate the following knowledge, skills and attributes that apply to the role:

KNOWLEDGE & UNDERSTANDING

- Knowledge, understanding & competency in mentoring
- Knowledge of the Higher Education sector, and the student journey
- Demonstrable competency in providing academic support, such as in direct teaching or a pastoral role
- Familiarity with community football and or other sports coaching environments
- Understanding of community education and how to apply quality improvement processes
- Ability to innovate and inspire with a willingness to take calculated risks and challenge the norm

TECHNICAL SKILLS

- Hold an undergraduate degree, level 6 qualification or equivalent experience in a relevant field/subject (or equivalent experience)
- Ideally hold additional qualifications related to study skills or teaching
- Strong working knowledge of Microsoft 365 and software such as Outlook, Excel, etc.
- Exposure and working skill in writing high quality reports for a range of audiences
- Practical knowledge and skill of teaching and/or mentoring on a higher-level blended learning programme
- Outstanding presentation skills

ATTRIBUTES

- High levels of emotional intelligence and empathy
- Ability to manage workload and prioritise tasks, including those of direct reports
- High level organisational and administrative skills with acute attention to detail.
- Passionate about people and have a genuine respect for views, talents and expertise of others
- Lead by example and act with integrity at all times
- Lead by example by contributing to promoting the Core Values of the EFLitC:
 - We are passionate about people
 - We listen to learn
 - We continually improve
 - We lead by example



OUR TEAM AT EFLitC

The EFLitC offers a unique opportunity to work with some of the biggest sporting competitions, Clubs, partnerships and media in the market.

We look for the best people who approach their work with energy, excellence and commitment.

Our employees are crucial to our success and Equality, Diversity and Inclusion are fundamental elements of building our team.

If you have any particular requirements in respect of the recruitment or interview process, please mention this in your application.

SAFEGUARDING

The EFL/EFLitC is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions and cautions. Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

INCLUSION

The EFL/EFLitC is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer.

Applicants fulfilling the criteria will be considered in a meritocratic way and without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.





EFL in the COMMUNITY TOGETHER

EMPLOYEE VALUES

The EFL in the Community team has identified behaviours that we feel support our work and should be at the centre of everything we do:

- We are passionate about people
- We listen to learn
- We continually improve
- We lead by example

EMPLOYEE AWARDS

We want to celebrate all the successes that we can and we have a number of ways that we do this:

- We celebrate loyalty – we try and make employees feel special when they reach certain milestones
- We celebrate achievements – like passing an exam or completing a course
- We celebrate personal moments too (if employees are happy to) – like marriage celebrations and new babies!
- We celebrate how employees work together through a colleague nominated awards programme, everyday thanks and special recognition from our Executive Leadership Team



EMPLOYEE BENEFITS

PENSION SCHEME - all eligible employees are enrolled in the **10% non-contributory** pension scheme with Aviva. You can also make your own contributions through a salary sacrifice arrangement if you wish but these will not be matched by the company

PRIVATE MEDICAL INSURANCE -

Everyday Health Plan (EHP):

- All employees are automatically enrolled into the EHP (currently provided by Westfield)
- The plan allows you to claim certain amounts per year on various benefits e.g., dental, optical, therapies etc.

Private Medical Insurance (PMI):

- This is an opt-in private medical insurance just for you – that the EFL will pay for (currently provided by Vitality)
- Dependants can also be added to at your cost

SEASON TRAVEL TICKET LOAN – an **interest free loan** for employees to cover the cost of travelling to and from the workplace via tram, rail, bus or others

MATCHDAY TICKETS – complimentary tickets may be requested for any league club games based on a number of criteria being met

FINALS – your chance to attend our Wembley finals to watch or to help

SOCIAL EVENTS – the EFL hosts a summer and winter celebration party for all employees along with other local events during the year

ELECTRIC CAR SCHEME – the EFL has engaged with Octopus to offer the opportunity to lease an electric vehicle through a salary sacrifice arrangement

LIFE ASSURANCE & INCOME PROTECTION INSURANCE – both paid for by the EFL to give you peace of mind



RECRUITMENT PROCESS

STAGE 1 Submitting your application

To submit your application please apply via
<https://irecruit.efl.com/vacancies/>

STAGE 2 First-stage interview

You may be invited to a face-to-face discussion for both parties to find out more about each other and to test your suitability for the role, allowing you to showcase your knowledge and skills.

STAGE 4 Job offer

Congratulations!

We look forward to welcoming you to the team.





To submit your application please apply via <https://irecruit.efl.com/vacancies/>.

eflinthecommunity.com

