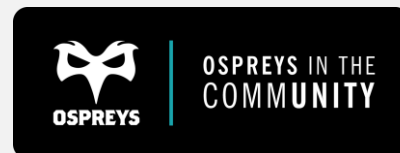


**Job Description**  
**Employability Officer**  
**Ospreys in the Community**



JOB DESCRIPTION	
<b>Job Title</b>	Employability Officer
<b>Salary</b>	£18k
<b>Location</b>	Liberty Stadium
<b>Hours of work</b>	37 hours per week
<b>Responsible to</b>	Employability Co-ordinator
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Program delivery</li> <li>• Support of volunteers and casual staff</li> <li>• Support evaluation staff and process.</li> </ul>
<b>Contractual Status</b>	<ul style="list-style-type: none"> <li>• Full-time, fixed term 1 years</li> <li>• Subject to probationary period and annual appraisal</li> </ul>
<b>Role Summary</b>	<p>The Employability Officer will be required to plan and deliver high quality sports and educational activities with young people who are at risk of becoming NEET and unemployed, combining your passion for rugby and sport with strong organisational, communication and administrative skills.</p> <p>The post holder will positively engage and build relationships with challenging young people and motivating them to remain engaged with education and Ospreys in the Community. You will also be expected to be able to communicate with several partners.</p>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Ospreys staff, management and players</li> <li>• WRU staff,</li> <li>• Key Stakeholders</li> <li>• Key public and third sector organisations</li> <li>• Key operational partners</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<ol style="list-style-type: none"> <li>1. To work with the employability coordinator to develop and deliver, engaging education sessions as part of the TACKLE Programme.</li> <li>2. Ensure activities are delivered in a safe environment for all and ensure all equipment is correctly set-up, returned and stored.</li> <li>3. Plan and lead classroom-based and online sessions which deliver education and health messages.</li> <li>4. To support the employability coordinator with recruitment of participants on to TACKLE programs including developing and maintaining a strong relationship with referral organisations.</li> <li>5. To support participants on to an apprenticeship, jobs or further full time education at a higher level.</li> </ol>

<b>JOB DESCRIPTION</b>	
	<ol style="list-style-type: none"> <li>6. Work alongside other staff and volunteers to deliver a range of sessions.</li> <li>7. Review sessions and programme content, ensuring delivery is of the highest standard.</li> <li>8. Complete all employability admin tasks set and required monitoring.</li> <li>9. Provide appropriate mentoring and support to other coaches and volunteers.</li> <li>10. Work with employability co-ordinator to develop employability resources and contribute to any necessary changes within the programme to adhere to group/programme needs.</li> <li>11. Develop excellent working relationships with all Ospreys in the Community staff wider Ospreys team and partners.</li> <li>12. Regularly communicate and feedback progress to employability co-ordinator.</li> <li>13. Promote all employability programmes and work closely with wider team to develop materials.</li> <li>14. Follow all Ospreys in the Community procedures and policies and conduct themselves in a professional manner at all times.</li> </ol>
<b>Continued Professional Development</b>	<ul style="list-style-type: none"> <li>• Ospreys in the Community are committed to providing CPD for the post holder</li> <li>• We expect the post holder to undertake available training courses and research to enhance personal knowledge, skills and experience</li> </ul>

<b>PERSON SPECIFICATION</b>	
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of working with young people with challenging behaviour</li> <li>2. Experience of coaching within a range of environments</li> <li>3. Experience of working on projects within the education sector</li> <li>4. Passion for Sport and an understanding of wider issues related to sport, health and education</li> <li>5. An enthusiastic and committed individual</li> <li>6. Good organisation and time management skills</li> <li>7. Excellent communication and motivation skills</li> <li>8. Ability to inspire others</li> <li>9. Ability to instruct group lessons</li> </ol>
<b>Skills &amp; Qualifications</b>	<ol style="list-style-type: none"> <li>1. Educated to degree level</li> <li>2. Welsh Language desirable</li> <li>3. Excellent IT Skills, specifically Microsoft Word, Excel &amp; PowerPoint</li> <li>4. Excellent written and verbal communication skills are essential</li> </ol>

<b>PERSON SPECIFICATION</b>	
	<p>5. A range of sports coaching qualifications</p> <p>6. LSA type skills experience?</p>
<b>Key Competencies</b>	<p>Applicant must hold a valid driving license and have access to a suitable vehicle. You must also possess the following skills:</p> <ul style="list-style-type: none"> <li>- Patient</li> <li>- Good Communication Skills</li> <li>- Enthusiastic</li> <li>- Organised</li> <li>- Empathetic</li> <li>- Role Model</li> <li>- Good use of initiative</li> <li>- Creativity</li> <li>- Leadership</li> <li>- Ability to relate to young people</li> <li>- Ability to work individually or as part of a team</li> </ul>

<b>Acknowledgement</b>		
<b>Employee Signature:</b>	<b>Name:</b>	<b>Date:</b>
<b>Line Manager Signature:</b>	<b>Name:</b>	<b>Date:</b>

**The job description is subject to change pending review by the role holder and their line manager.**