



BARNSELY FC COMMUNITY TRUST

APPLICATION PACK

FOUNDATION DEGREE MENTOR



BARNSELY FC COMMUNITY TRUST

Barnsley FC Community Trust is a registered charity delivering community and charitable activities on behalf of Barnsley Football Club through four main themes.

EDUCATION, HEALTH, SOCIAL INCLUSION AND SPORTS PARTICIPATION

OUR VISION

To be the best in our community at positively changing lives.

OUR MISSION

To use the power of Barnsley Football Club to inspire, improve and positively change lives in our community.

OUR VALUES

WE ARE PASSIONATE ABOUT OUR WORK

WE ARE TEAM PLAYERS

WE ARE OPEN AND HONEST

◆ **SPECTEMUR** ◆ **AGENDO** ◆

APPLICATIONS

Barnsley FC Community Trust are committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from - <https://barnsleyfccommunity.co.uk/about/vacancies/>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role to: **Sarah.Garside@barnsleyfc.co.uk**
Or via post marked private and confidential to:

Barnsley FC Community Trust
Oakwell Stadium
Barnsley
S. Yorkshire
S71 1ET

Please note CVs will not be considered.

JOB PURPOSE

The Degree Mentor will support, mentor and teach students enrolled on the courses by facilitating tasks and providing collective and individual support to maximise student's successful completion of the degree programmes. This will involve overseeing the student's participation in distance learning webinars and manage student's adherence to deadlines on a weekly basis. The successful candidates will also support the recruitment of new students onto the courses to help grow the programme.

JOB DESCRIPTION

Job Title:	Foundation Degree Mentor
Hours of Work:	20 hours per week
Location:	Barnsley FC Community Trust, Grove Street, Barnsley, S71 1ET
Reporting to:	Head of Education
Salary Range:	National Minimum Wage £11.44 - £22,010 (Pro Rata)
Contractual Status:	Part-Time

QUALIFICATIONS

Essential

- Hold a relevant degree qualification
- Current Safeguarding Certificate
- First aid trained
- Minimum Grade 4/C in maths and English
- UEFA C Licence in Coaching Football (or working towards)
- Experience of distance learning degree programmes
- Experience in working with people (18-25 years of age)
- Experience of providing excellent customer service
- An understanding of safeguarding regulations
- Experience of communicating with all potential contacts (students, parents, staff, external partners etc)
- Hold a full UK driving licence and have access to own transport
- Willingness to undertake CPD related to the role

Desirable

- UEFA B Coaching Licence
- Experience of quality assurance procedures including internal verification
- Experience of using different assessment methods
- Experience of completing schemes of work and lesson plans

ROLES AND RESPONSIBILITIES

- To deliver against agreed contractual KPIs and departmental strategic objectives
- To attend any Mentor CPD sessions delivered by USW or EFL in the Community
- To recruit, mentor and teach degree students enrolled on programme at the Trust
- To facilitate tasks and provide collective and individual support to maximise students' successful completion of degree programme
- To work with wider Trust staff to compile student timetable that allows for sufficient classroom time, alongside practical delivery as per their placement requirements
- To be responsible for organising adequate, safe and specific work placement opportunities as part of the student's programme and provide support to students while working on behalf of the Trust
- To organise and attend key recruitment event opportunities both in person and virtually, to meet recruitment targets of a minimum of 8 new learners to the degree each year
- To interview students who have applied for one of the courses and only accept students who meet the entry level requirements and who you feel have the commitment to successfully complete the course
- To manage student's adherence to deadlines and remind students of deadlines on a weekly basis to ensure they are achieved
- To act as the students first point of contact for queries and concerns but direct any more serious matters or those you don't feel comfortable responding to, to the USW course leader.
- To monitor students on their work placement and provide feedback where necessary
- To organise the provision of suitable learning resources at the Trust. This involves ensuring the students have regular access to an appropriate private study space
- To actively market the course to potential students using marketing materials provided by USW and EFL in the Community
- To proactively promote the trust to ensure awareness, growth and expansion of its work
- To ensure compliance with all BFCCT Policies and Procedures across all areas of work
- To represent the trust in a professional manner and consistent with Core Values
- To undertake training and CPD as necessary and relevant to the post
- To generally assist in any tasks required in the operation of the trust as directed by the Head of Education.
- Maintaining awareness and compliance with all Policies and Procedures
- Promoting high standards of personal professional conduct
- Embody the overall Vision, Mission and Values of the Charity
- All other duties as requested by your Line Manager



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