

Job Application Pack Community Education Manager

INSPIRING HEALTHIER, MORE CONNECTED COMMUNITIES

VISION

To inspire healthier, more connected communities.





MISSION

To work with our keystakeholders collaboratively to empower and bring together our communities, changing lives for the better through diverse initiatives.

Job Vacancy

Community Education Manager

Job Title: Community Education Manager

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton-Cleveleys, FY5 4HX

Salary: £35,000 – £40,000 per annum, dependent on experience

Hours of Work: 37.5 hours per week (flexible working required to meet the needs of the role including occasional evenings and weekends as required)

Reports to: Chief Executive Officer

Our Mission: To improve lives through sport, physical activity, education, health and social inclusion, creating opportunities that inspire people and strengthen communities.

About Fleetwood Town Community Trust

Fleetwood Town Community Trust is the official charitable arm of Fleetwood Town Football Club, using the power of football, education and community activity to create positive opportunities for people across the local community.

Purpose of Role

Due to the continued growth of the organisation, we are recruiting a Community Education Manager to lead and develop the Trust's Further and Higher Education provision, with a particular focus on Degree and BTEC programmes.

The successful candidate will form part of the Trust's Senior Leadership Team (SLT) and contribute towards the wider strategic and charitable objectives of the organisation.

The post holder will be responsible for ensuring high-quality programme delivery, driving learner recruitment and growth, maintaining robust quality assurance processes, managing key educational partnerships, and supporting the professional development of education staff, particularly newly qualified practitioners.

Key Responsibilities

Education Delivery

- Lead the strategic and operational delivery of Degree and BTEC programmes.
- Ensure programmes meet awarding organisation, university partner and quality standards.
- Monitor student progress, achievement, attendance and retention.
- Develop curriculum pathways that respond to local need and enhance progression opportunities.
- Undertake teaching responsibilities where required, including providing cover for staff absence, supporting programme continuity and maintaining a high-quality learner experience.
- Maintain an appropriate teaching commitment to remain current with delivery practices, learner needs and curriculum requirements.

Growth and Recruitment

- Develop and implement recruitment strategies to increase learner enrolment across all educational provision.
- Drive sustainable growth of Degree and BTEC programmes.
- Identify and develop new educational opportunities and progression routes.
- Successfully manage learner recruitment campaigns and engagement activities.

Quality Assurance

- Lead quality assurance processes across all education provision.
- Monitor teaching, learning, assessment and internal verification practices.
- Ensure compliance with awarding body, university and regulatory requirements.
- Produce reports and improvement plans for internal and external stakeholders.

Key responsibilities

Partnership Management

- Act as the principal liaison with key educational partners, universities, colleges, awarding organisations and sector bodies.
- Develop and maintain effective stakeholder relationships to support programme delivery and growth.
- Represent the Trust at partnership meetings, educational events and networking opportunities..

Staff Development and Mentoring

- Line manage and support education staff.
- Mentor newly qualified teachers and tutors, supporting their professional development.
- Foster a culture of continuous improvement, collaboration and excellence.
- Support staff performance management and ongoing CPD opportunities.

Operational Responsibilities

- Monitor and maintain appropriate records and data relating to student outcomes.
- Contribute to budget planning and forecasting for education provision.
- Communicate effectively with students, parents/carers and stakeholders.
- Undertake any additional duties commensurate with the grade and nature of the role.

Skills, Qualifications and Behaviours

Essential

The successful candidate will have:

- Enhanced DBS clearance.
- PGCE or equivalent recognised teaching qualification.
- Experience of managing or coordinating Further and/or Higher Education programmes.
- Demonstrable success in programme recruitment and learner enrolment growth.
- Experience of quality assurance within an education setting.
- Experience of developing and maintaining successful stakeholder partnerships.
- Experience of mentoring, coaching or supporting newly qualified staff.
- Strong understanding of safeguarding, professional teaching standards and health and safety.
- Excellent organisational, leadership and communication skills.
- Ability to analyse performance data and implement improvement plans.
- Self-motivated and able to work proactively using own initiative.
- Full UK driving licence with access to a vehicle.
- Flexible approach to working, including occasional evenings and weekends.

Skills, Qualifications and Behaviours

Desirable

- Experience managing Degree and BTEC programmes.
- Experience working within a Community Club Organisation (CCO).
- Experience within a Senior Leadership or Management Team.
- Understanding of the education landscape across the Fylde Coast and surrounding areas.
- Relevant vocational or sports-related qualifications.
- Current Safeguarding and First Aid qualifications.

Employee Benefits

- Free car parking
- Generous annual leave plus bank holidays
- Staff loyalty annual leave scheme
- Free access for children to holiday camp provisions
- Travel expenses
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTFC staff uniform
- Monthly Perkbox rewards
- Quarterly Continuous Professional Development Review
- Annual staff awards evening

Key Performance Indicators

Success in the role will be measured through:

- Consistent, high-quality and compliant Youth Hub delivery.
- Positive engagement and participation levels among young people.
- Successful implementation of the Fleetwood Youth Voice Forum.
- Quality and timeliness of impact data and partner reporting.
- Successful partnership development and representation.
- Identification and development of new funding opportunities.
- Quality assurance outcomes and continuous improvement.
- Effective staffing and resourcing of Community Engagement activity.
- Development of sustainable community programmes.
- Demonstrable positive outcomes and impact for local communities.

Equality, Diversity and Inclusion

- Fleetwood Town Community Trust is committed to creating an inclusive environment where everyone has the opportunity to participate, develop and succeed.

- We welcome applications from candidates from all backgrounds and are committed to ensuring that our recruitment and employment practices are fair, inclusive and free from discrimination.

Safeguarding

- Fleetwood Town Community Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

- The successful candidate will be required to undertake appropriate safeguarding checks, including an enhanced DBS check, and comply with all Trust safeguarding policies and procedures.

community trust

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