

The Albion Foundation

Inspire Coach for Enterprise – Job Specification



Purpose: To support educational sessions within the Education and Engagement team particularly Premier League Enterprise. This includes contributing to planning, monitoring and evaluation of sessions and activities while maintaining and enhancing the quality of the provision.

Responsible to: Enterprise Coordinator

Duties:

- To support a range of curriculum focussed sessions either on site at The Albion Foundation or partner organisations
- Support Coordinators to develop sustainable, meaningful partnerships with schools and key staff
- Contribute to mid-year and year end Premier League monitoring reports or internal evaluations
- Perform administration duties to support programmes. For example updating VIEWS, organising additional activities that add value, preparing resources, displaying examples of work produced
- Positively and proactively promoting 'Inspire' at The Albion Foundation using a variety of media outlets
- Liaising with parents/carers, schools and teachers and other relevant agencies
- Any other duties deemed appropriate by your line manager.

Person Specification

Area	Qualities	Essential	Desirable	Measured
Qualifications	Degree/A Levels or equivalent		✓	Application
	5 GCSEs at grade C or above including Maths and English	✓		Application
	HLTA/Learning Mentor qualification		✓	Application
	Experience of working with young people with challenging behaviour	✓		Application / Interview
Knowledge	Understanding of safeguarding and health and safety requirements	✓		Interview
	Ability to support sessions effectively and lead when necessary	✓		Interview
Skills	Able to communicate effectively with a range of people	✓		Application/Interview
	Able to work in both a team and independently	✓		Application/Interview

	Able to encourage, motivate and enthuse young people to participate	✓		Application/Interview
	Excellent organisational skills	✓		Interview
	Basic IT skills to include Microsoft Office products	✓		Application/interview
Experience	A minimum of 2 years' experience working with young people in various settings	✓		Application/Interview
	Commitment to development and willingness to undertake training where necessary	✓		Application/Interview
Personal	Hold a valid driving licence and have access to own transport	✓		Application
	Striving to achieve 'The Albion Foundation's Core Values' (See attached)	✓		Application/Interview