JOB DESCRIPTION

JOB TITLE:	Wider Family Learning Officer
RESPONSIBLE TO:	Assistant Head of Lifelong Learning/Head of Outreach
DATE:	January 2014
OVERALL OBJECTIVES:	To deliver and develop the Family Learning through Football Programme.

DELIVERY	
	Core Value:
• Work in collaboration with schools and community groups to identify potential families for the Family Learning Programme.	**5**
• Deliver the Family Learning Programmes working with adults and their children - part classroom based and part coaching.	**5**
• Deliver sessional youth-work Kicks project as required.	**5**
• Signpost young people and adults onto other services as appropriate.	**5**
• Build networks with likeminded agencies	**4**
• Assist in the organisation and delivery of celebration events	**5**
• Work closely with other staff to meet targets.	**1**
ADMINISTRATION	
• Work within the established administrative and financial systems to ensure smooth running of the project and that documentation completed on time.	**4**
• Contribute to the processes of forward planning, monitoring and evaluation.	**4**
• Be aware of and assist with the development of Health and Safety practices.	**2**
• Develop working practices in line with Equality and Diversity and Safeguarding policies.	**2**
• Maintain the highest level of professionalism and confidentiality	**2**
DEVELOPMENT	
• Identify PR opportunities and case studies	**3**
• Help identify new Family Learning opportunities in area.	**4**
• Support the wider Foundation team in other activities	**1**

Key to Foundation of Light Core Values:
1 We work as a team
2 We are professional
3 We are proud of what we do and dedicated to achieving our goals
4 We are progressive and forward thinking
5 We are fully committed to achieving the best for our customers and communities
6 We are passionate and enthusiastic

Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.

Acceptance of the job description by the Employee:

Signed ……

Print Name ……

Dated ……

PERSONAL SPECIFICATION		
Skills:	**Essential / Desirable:**	**Core Value:**
Motivation	**E**	**3**
Communication	**E**	**6**
Group Work	**E**	**6**
Organisation	**E**	**2**
Time management	**E**	**2**
Facilitation	**E**	**2**
Coaching	**E**	**6**
Experience:		
2 years working with adults and children in a community setting	**D**	**3**
Administration	**E**	**5**
Coaching	**E**	**6**
Qualities:		
Commitment to equal opportunities	**E**	**2**
Patience	**E**	**2**
Sense of humour	**D**	**6**
Flexibility	**E**	**2**
Honesty	**E**	**2**
Enthusiasm	**E**	**6**
Knowledge:		
Issues that affect families in the community	**D**	**5**
Other agencies	**D**	**5**
Qualifications:		
Driving Licence	**E**	**5**
Basic First Aid	**E**	**5**
FA Coaching Level 2	**D**	**5**
Teaching qualification	**D**	**5**