



JOB DESCRIPTION

JOB TITLE	Wider Family Learning Officer - Sedgefield
RESPONSIBLE TO	Sedgefield Area Coordinator
DATE	Revised May 2012
OVERALL OBJECTIVES	To deliver and develop the Family Learning through Football Programme, in the Sedgefield area
MAIN RESPONSIBILITIES	<p>Delivery</p> <ul style="list-style-type: none"> • Work in collaboration with schools and community groups to identify potential families for the Family Learning Programme • Deliver the Family Learning through Football Programme working with adults and their children - part classroom based and part coaching • Support adults in collecting evidence for accreditation by building portfolios • Signpost young people and adults onto other services as appropriate • Build networks with likeminded agencies • Assist in the organisation and delivery of celebration events • Work closely with other staff to meet targets <p>Administration</p> <ul style="list-style-type: none"> • Work within the established administrative and financial systems to ensure smooth running of the project and that documentation completed on time • Contribute to the processes of forward planning, monitoring and evaluation • Be aware of and assist with the development of Health and Safety practices • Develop working practices in line with Equality and Diversity and Safeguarding policies • Maintain the highest level of professionalism and confidentiality <p>Development</p> <ul style="list-style-type: none"> • Identify PR opportunities and case studies • Help identify new Family Learning opportunities in area. • Support the wider Foundation team in other activities
<p><i>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.</i></p>	
TECHNICAL SKILLS AND KNOWLEDGE	<p>FA Coaching Level 2 Driving Licence Teaching Experience Basic First Aid</p>