



Department	Academy
Job Title	Head of Education 0.4 FTE
Salary	£12,000 pa. 0.4 FTE (2 days per week) – (£30,000 pa FTE)
Contract type	Permanent
Hours	16 hours per week (40 hours per week FTE)
Responsible for	Academy Education
Responsible to	Academy Manager
Location	Operational venues subject to the demands of the role
Regular working hours	The post holder will be expected to work unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days.

Purpose of the role

A high performing, sustainable and productive Academy is one of Lincoln City's primary strategic objectives.

Aspiring to delivering elite standards in coaching, teaching and lifelong learning, and being leaders, winners and achievers by being the best version of ourselves every day, are values central to the Academy mission and vision.

With education at the heart of our values, we know and understand the powerful and lifelong influence Lincoln City's Academy has on the lives of young people and their families. We recognise and believe in the holistic development of every individual and the part we play in encouraging a positive attitude to learning.

This key role will drive and maintain our values and standards of education, deliver a robust education tracking system, and provide an open channel of communication between schools and the football club.

Key Duties and Responsibilities

Core Duties 1: Post-16 Scholarship Programme

- To be the primary liaison between all key stakeholders in respect of the effective delivery of BTEC, NVQ and any other educational element which forms part of the academy Post-16 ASE programme
- Provide liaison between external tutors, League Football Education (LFE) representatives, apprentices and the football club and monitor the effective delivery of qualifications
- Provide individual feedback and support to learners in respect of their educational needs and performance and to report back to LFE and Academy Manager where appropriate
- Monitor individual learner progress and report to stakeholders in respect of intervention strategies where appropriate, including reporting to parents where required
- Advise learners in respect of potential Higher Education opportunities and career pathways

Core Duties 2: School Liaison

- To be the primary point of liaison between the Academy and primary and secondary schools
- To deliver education workshops and parent evenings which form part of the Academy programme
- To be the primary point of liaison when identifying individual player needs and implementing intervention strategies
- To deliver recruitment evenings and events and promote BTEC programmes and other education initiatives
- Manage the Education Case File and the production of formal reporting documents

Core Duties 3: Day-Release Programme

- To manage the provision of a Day-Release programme, and liaise with schools accordingly to ensure education provision is fully catered for

Other General Duties

- Attending all work-related events (including those delivered by external partners and regulators) which form a requirement of the post
- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Lincoln City FC to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails



- Active participation on continuing professional development and the appraisal process
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- To cover as and when required at other departments within Lincoln City FC
- To safeguard and promote the welfare of all children, young people and adults at risk
- To be vigilant and support all safety and security operations
- To recognise commercial opportunities across all products within Lincoln City FC
- Promote the brand identity and increase Lincoln City fanbase throughout
- To support the Lincoln City FC 'green' energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency
- Act always with utmost good faith to the Club and the Company
- Devote full attention and ability to fulfilment of the duties required by the role
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by CEO

Vision & Values

Lincoln City Football Club expects all post holders work in alignment to a set of core values in line with over overall vision and ambitions. This vision is to provide a successful and sustainable football club that will form an integral part of the wider local community.

How do we achieve our Vision?

- By encouraging active and ongoing involvement and support from the local community
- By communicating openly and regularly with all stakeholders
- By maintaining a diverse shareholding with a strong board of directors
- By striving to be financially self-sufficient
- By developing facilities that will help the club achieve its vision and benefit the city and local communities
- By partnering with local authorities for the benefit of the club and the city
- By partnering with local educational facilities and businesses
- By partnering with other teams, organisations and individuals that share our values
- By employing progressive and innovative management and employees who embrace the vision and values of the club for its long-term benefit
- By providing an attractive, stable and exciting employment option for prospective players and other employees
- By providing an environment where personal development and new ideas are encouraged
- By providing a safe physical environment for employees, fans and visitors
- By employing strong controls and processes to protect the assets and reputation of the club
- By maintaining a Youth Academy that will provide an opportunity for local elite footballers to achieve their potential and provide a resource for the first team
- By regularly reviewing our processes, objectives and philosophies in a dynamic and fast changing world
- By striving to be the best we can
- By believing that impossible is just an opinion

Club Values

Our values are critical to how we achieve our successes. The values are to behave honestly and with integrity and respect in all its dealings, both internally and externally, and to value our long history and traditions and honour those that have served us in the past.

How do we maintain our Values?

- By working together with a common aim for the benefit of the club
- By employing high levels of sportsmanship, both on and off the pitch
- By acting with responsibility, accountability and professionally
- By encouraging innovation and creativity
- By encouraging independent thought and freedom to speak up against wrong doing
- By pursuing the highest possible standards, excellence and attention to detail
- By embracing diversity and different values
- By providing equal opportunity



Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, road tax and relevant insurance if they are intending to do business mileage for Lincoln City FC. It is the employee's responsibility to ensure up to date documentation is provided to the Club.

Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

Personal Skills/Characteristics	Essential	Desirable
Experience		
Evidence and experience of teaching 11-16-year olds in an educational setting	X	
Evidence and experience in teaching post-16 learners are a requirement, evidence in developing curriculums desirable, and knowledge of FE pathways and qualifications an advantage	X	
Knowledge and understanding of BTEC and NVQ qualifications, with proficiency in Sport qualifications an advantage but not essential	X	
Experience in student liaison and/or pastoral work in an education environment	X	
Competent IT skills and able to record meetings and interviews proficiently	X	
Knowledge and understanding of the culture and structure of a Football League club particularly in respect of the LFE post-16 education programme (desirable but not essential)		X
Strong IT skills and a strong understanding of and commitment to entering data onto the club PMA to a high standard	X	
Qualifications and training		
Qualified Teacher Status (as a minimum)	X	
Educated to degree level or able to operate at graduate level	X	
BFAS (or FA Emergency Aid as a minimum)		X
CRC and FA Safeguarding Certificate	X	
Other qualifications which are recognised as beneficial to the role: Education qualification (e.g. PGCE) / Coaching or Mentoring / Coach Education / Sports Science / Degree / Safeguarding & Welfare Training or Qualifications		X
Special skills and knowledge		
Knowledge of the Rules and Regulations of the FA, EFL and Premier League.		X
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X	
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint	X	



Personal qualities		
Passionate about lifelong learning and staff development, with the skills and personality to effectively drive and inspire both individuals and a workforce	X	
Committed, enthusiastic and passionate about the development of young people and to the principles of teaching and learning, and an understanding of teaching and learning styles.	X	
Strength of mind to take ownership and autonomy of the role and its outcomes	X	
Believes in maximising potential in every person at every opportunity in an elite environment	X	
Has exceptionally high standards and expectations in performance for self and others	X	
Can prioritise and work logically under pressure and can effectively meet deadlines	X	
Analytical with strong administrative, written and reporting skills	X	
Communicates confidently on a variety of levels, good interpersonal and listening skills, with the ability to influence and inspire behaviour	X	
Committed to working to and promoting the philosophy of the football club and to promoting and displaying standards of excellence	X	
Be an ambassador and positive role model for Lincoln City Football Club	X	
Positive attitude	X	
Excellent written and verbal/presentation communication skills	X	
Personal circumstances		
Ability and willingness to work outside normal hours, including evenings and weekends.	X	
Ability to travel independently	X	
Physical Requirements		
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X	
Good attendance record in current/previous employment, (not including any absences resulting from disability)	X	

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.

How to Apply

To apply please submit your CV and covering letter, which is to be no more than two A4 pages in size 10 font, clearly expressing how you meet the person specification and how you would be able to meet the key responsibilities of the role.

Please also provide the names of two industry referees.

Application deadline Friday 29th November at 5.00pm. Applications received after this time may not be considered.

Please submit your CV to pmet@theredimps.com and title your email "HEAD OF EDUCATION VACANCY"