



Opportunities

Gateway to Opportunity Learning & Development Officer (Full time-£30,000)

Celtic FC Foundation is seeking a Gateway to Opportunity Learning & Development Officer to be responsible for planning, delivering and evaluating training that supports Gateway to Opportunity participants and the business to achieve their outcomes and goals. Providing a safe and welcoming environment for training sessions and ensuring a non-judgemental approach to all delivery.

Key accountabilities will include:

- Training Needs Analysis
- Planning, design and delivery of a range of training workshops that support personal development and progression
- Monitoring and evaluation of training
- Workplace assessment and internal verifier of regulated qualifications such as SVQs
- Design and develop training resources
- To work collaboratively with partners to identify and fill any gaps in our in-house training provision
- Assessing the needs of young people, plan and deliver programmes related to areas of particular interest
- Encourage and enable young people to participate and contribute to the decision making and planning of their own training sessions or modules
- Regularly monitor and review the quality of our training provision in consultation with participants and others within the team
- Design and deliver certified/accredited topical based workshops/sessions or modules
- Promote and encourage participation and new experiential learning opportunities
- Supporting vulnerable young people to learn and develop their skills
- Key administrative duties
- Manage a live caseload of participants, identifying their individual needs and setting actions plans to support them in achieving their progression goals
- To work alongside the Cashback Manager, providing support to other strands of the project as directed
- To signpost participants to our in-house Trauma Counsellor when appropriate
- To network effectively and develop partnerships with a range of external organisations
- Carry out Risk Assessments prior to delivering onsite or offsite sessions
- Ensure all Safeguarding processes are followed and recorded

- Supporting the Cashback Manager with reporting, monitoring and evaluation by providing accurate written or statistical information
- Co-deliver taster sessions and open days in prison/secure settings
- Budget Management
- Be a positive role model and ambassador for Celtic FC Foundation
- Ensure all communications with colleagues are professional, appropriate and considerate of individual needs and circumstances
- Actively build and maintain positive working relationships with colleagues across the Club. Ensuring a collaborative approach is always adopted
- Treat all colleagues with dignity and respect by ensuring that your behaviours and approach during all workplace activity is inclusive of all backgrounds and abilities and welcomes diverse contributions
- Any other appropriate duties as identified by the Project Manager

Skills and Experience required:

Essential

- SVQ in Learning & Development Level 3
- SVQ Units for Internal Assessors and Verifiers or equivalent
- Strong facilitation skills and organisational skills with at least three-year's experience of delivering training programmes
- Excellent presentation skills and experience of presenting to vulnerable groups
- Experience of working with young vulnerable people and delivering with a trauma informed approach
- Experience of workplace assessment and internal verification
- Strong administration skills
- Excellent communication skills
- A strong desire to motivate and inspire young people with challenging backgrounds and who have experienced poverty and/or trauma
- A passion for supporting young people to achieve their full potential
- An understanding of Celtic FC Foundation's ethos and values and the charitable history of Celtic FC

Desirable

- SVQ in Learning & Development Level 4
- Experience of setting up an SVQ Accredited Centre

Additional Requirements

- Flexible approach
- Clean current driving licence

Club Benefits

- Dedicated Employee Assistance Programme
- Staff retail discount on Celtic FC and Adidas merchandise
- Access to our Colleague Benefits & Discount Platform
- Regular colleague social events
- Subsidised on site canteen

Please note, prior to confirming appointment we will require the successful candidate to become a member of the Protecting Vulnerable Groups (PVG) Scheme

Please apply to: Claire Reid HR Assistant: jobs@celticfc.co.uk
Application deadline: Friday, 14 July 2023

Unfortunately, due to the high number of applications we receive, we are unable to feedback to applicants that have not been selected for interview stage.