

**Education Manager**

**Salary: £18,500-£21K**

**Hours: 40 hours a week (including some evenings and weekends)**

**Term: Permanent**

We are looking for someone who is passionate about education and can use the power of Ice Hockey to assist people in lifelong learning. The primary aim of the post is to mentor and support young people on this new and exciting Modern Apprenticeship Programme.

To be responsible for the development of the Blaze Community Foundation Learning Centre, coordination, delivery and promotion of education, training and employment programmes within Blaze Community Foundation to disengaged young people using Ice Hockey and sport as a vehicle for learning and engagement.

An offer of employment will be subject to satisfactory enhanced disclosure by the Criminal Record Bureau as the post involves working with children and vulnerable adults. Blaze Community Foundation is an Equal Opportunities employer.

To apply for the post, please complete an application form and send with an attached C.V to James Pease, Blaze Community Foundation, 18 Market Way, Coventry, CV1 1DL.

For further information and application form please visit [www.coventryblaze.co.uk](http://www.coventryblaze.co.uk) or contact James Pease (Director of Community Operations) on 07737761894.

**Application closing date: Tuesday 21st February 2012, 12 noon.**

**Interview dates: Week commencing 27th February**

**Job Description****Job Title: Education Manager****Hours of Work: 40 hours a week Salary: £18.5-21K****Location: Coventry Blaze Ice Hockey Club****Responsible to: Director of Community Operations****Responsible for: Apprentices, volunteers and young people accessing education and training provisions.****Main Purpose:**

We are looking for someone who is passionate about education and can use the power of Ice Hockey to assist people in lifelong learning. The primary aim of the post is to mentor and support young people on this new and exciting Modern Apprenticeship Programme.

To be responsible for the development of the Blaze Community Foundation Learning Centre, coordination, delivery and promotion of education, training and employment programmes within Blaze Community Foundation to disengaged young people using Ice Hockey and sport as a vehicle for learning and engagement

**Specific Purpose:**

To recruit young people on to the modern apprenticeship programme.

To offer apprentices supervision, one to one support in order for them to successfully complete the Modern Apprenticeship framework and obtain the relevant NVQ qualification, Technical Certificate and NGB qualification and the practical delivery of sports sessions.

To support the participation, retention and progression of young people recruited on the Modern Apprenticeship programme and support their pathway to further education or employment.

To set up a project steering group for Modern Apprenticeship programme and co-ordinate the project with bi monthly meetings.

To keep proper and accurate records relating to the project and other educational activities to ensure effective monitoring.

To promote and help with the delivery of Modern Apprenticeship programme and other activities around learning such as volunteering, Duke Edinburgh etc

To work directly with young people to prevent anti-social behaviour by developing their social education within programmes of activities and workshops with learning outcomes.

To be responsible for writing reports for funding bodies and the trustees as required.

To support the delivery of a wide range of activities to young people that promotes learning as part of holiday provisions, after school and weekend community sessions with young people and help raise the educational attainment of individuals accessing those activities and programmes.

To support the involvement and participation of young people in sport ensuring that delivery of sport is representative of the community it serves.

To ensure effective monitoring, reporting and evaluation of learning that is being delivered to young people that the post holder is responsible for.

To attend all relevant meetings and engage and positively promote partnership work with other services and support progression of individuals to other organisations agencies and education providers.

To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/ behaviour.

To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations policies and procedures.

To undertake training as necessary and relevant to the post.

**Special Conditions:**

You will normally work a minimum of 40 hours each week. Your normal working hours will be 9.00am to 5.30pm from Monday to Friday each week, with half hour for lunch each day to be taken when possible between the hours of noon and 3pm. It should be noted that you may be required to work additional hours over and above this from time to time, including evening and weekends depending on the needs of the business. You will not be entitled to overtime payment for hours worked outside your normal weekly hours.