



**CITY IN THE
COMMUNITY**

JOB DESCRIPTION

JOB TITLE: 11+ Education Manager
DEPARTMENT: City in the Community Foundation (CITC)
REPORTS TO: Education and Health Operations Manager
LOCATION: Etihad Campus
DATE: June 2018

Job purpose

City in the Community Foundation has been established for over 30 years. The scheme is the registered charity of Manchester City FC and uses the brand of the parent Club to engage and impact over 30,000 lives in Manchester annually.

The 11+ Education Manager will be responsible for managing multiple programme areas across the education sector while ensuring all programmes are delivered with the upmost quality while maximising outcomes.

The role holder will be accountable for all named programmes (including finance and partnership management) while supporting the Head of Department in the strategic and operational delivery of the theme.

the role holder will also be the operational point of contact for organisations working alongside CITC.

Key responsibilities

Main responsibilities of the role include:

- Lead on all aspects of 11+ education, further education and higher education for CITC
 - Manage the CITC Education Team
 - Manage all finances relating to the programmes
 - Responsible for quality assurance and monitoring reports associated with the projects
 - Lead on the strategic development of the theme to achieve successful outcomes
 - Represent CITC at internal and external meetings when required
 - Support the Senior Operations Manager in the production of monthly theme report
 - To ensure that all project delivery and M&E adheres to CITC's Safeguarding policy
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General responsibilities

- Compliance with Club policies
 - Compliance with data protection guidelines
 - To undertake such other duties as may be reasonably expected
 - To maintain professional conduct at all times
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Key relationships

Key relationships include:

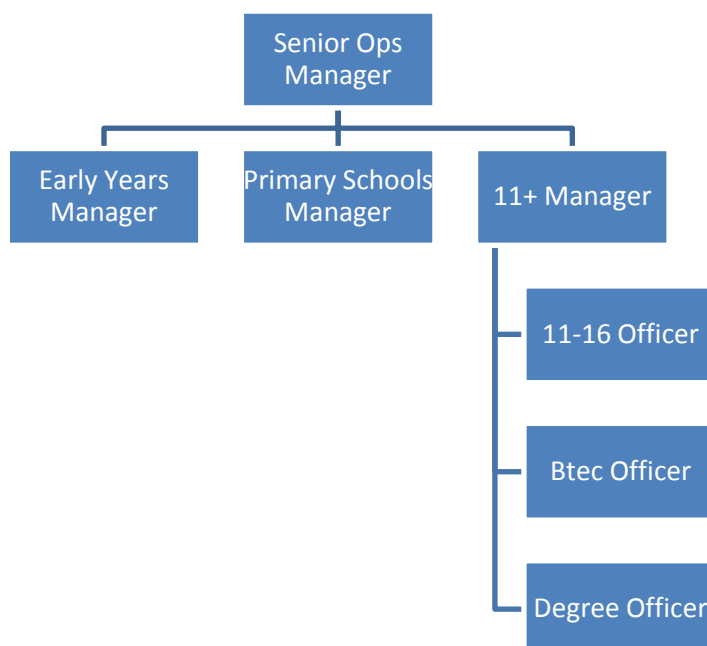
- Head of CITC
 - CITC Senior Operations Manager
 - CITC Financial Controller-
 - All CITC Project Managers
 - Education Staff
 - Various key individuals in departments throughout the Club, namely Partnerships, Communications, Digital, Brand, Sales and Events-
 - Manchester Metropolitan University
 - High Schools, Sixth Forms and Colleges across Greater Manchester
 - Various external partnerships including charitable organisations, commercial companies and NGB's.
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Scope of job –

The role holder will have overall responsibility for the programmes delivered at further education, high school, alternative and higher education together with the finances and partnership management. The role holder will also have overall responsibility of the CITC education team



Organisation chart



Person Specification

Job Title: 11+ Education Manager

Department/Location: CITC

Knowledge

Essential

- In depth Knowledge of 11+ Education within a high school setting including delivery, course planning and budgeting
- In depth knowledge of alternative education programmes including the planning, delivery, budgeting and evaluation of the different programmes
- In depth knowledge of the 16-19 BTEC and Higher Education sectors including delivery, course planning and budgeting in a sport education environment
- Knowledge of curriculum design and project management

Desirable

- A clear understanding of the KPI's related to CITC
- Knowledge of monitoring and evaluation tools e.g. Substance Views in order to accurately and effectively monitor and evaluate CITC.
- Knowledge of Ofsted inspection requirements and BTEC QA

General skills and attributes



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Essential

- Strong persuasive, influencing and negotiation skills e.g. secure funding and ensure sustainability
- The ability to set SMART objectives for self and others and effectively work to these
- The ability to work individually using own initiative or as part of a team while displaying a self-confident approach to tasks
- To clearly demonstrate a commitment to the role showing a creative/innovative approach to all tasks while demonstrating a flexible attitude to meet all objectives
- Team leadership skills and ability to develop people in an education setting
- Managing budgets and being fully accountable for these

Desirable

- Strong conflict management skills

Experience

Essential

- Solid understanding of, or to have worked in, the football/sports sector
- Experience of managing multiple programmes in an educational setting with excellent outcomes
- Experience of being responsible for and successfully managing large budgets
- Experience of being responsible for, and successfully managing, teams and people in an educational and football setting
- Experience of being responsible for, and successfully leading, on education based football programmes
- Experience of designing, developing and initiating new education programmes with successful outcomes alongside desired curriculum development

Desirable

- Experience of senior partnership management
- Experience of working in the HE football/sports sector

Qualifications:

Essential

- Degree level, or equivalent, qualification in sport, education or related experience

Desirable

- Management/leadership qualifications (e.g. ILM)
- PGCE or equivalent (e.g. QTLS)
- Master's degree in sport, education or related subject



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Safeguarding

This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.



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