



BARNLEY FC COMMUNITY TRUST

APPLICATION PACK
ADULT SKILLS MENTOR

AGENDO



BARNLEY FC COMMUNITY TRUST

Barnsley FC Community Trust is a registered charity delivering community and charitable activities on behalf of Barnsley Football Club through four main themes.

EDUCATION, HEALTH, SOCIAL INCLUSION AND SPORTS PARTICIPATION

OUR VISION

Raising Aspirations; Enhancing Lives; Improving
Communities

OUR MISSION

To use the power of Barnsley Football Club to inspire,
improve and positively change lives in our community.

OUR VALUES

WE ARE PASSIONATE ABOUT OUR WORK

WE ARE TEAM PLAYERS

WE ARE OPEN AND HONEST

◆ SPECTEMUR ◆ AGENDO ◆

BARNSLEY FC COMMUNITY TRUST

STAFF BENEFITS



PERFORMANCE
REVIEWS


**FLEXIBLE
WORKING**

TRAINING + DEVELOPMENT

COMPANY
**PENSION
SCHEME**



FREE
CAR
PARKING

CHRISTMAS
SHUTDOWN

**STAFF
SOCIAL
EVENTS**

**BRANDED
CLOTHING**

ANNUAL
SALARY
REVIEWS

LAPTOP
PHONE
ALLOWANCE*

*Role dependant

ACCESS TO TICKETS
FOR BARNSELY FC
HOME LEAGUE
FIXTURES

**FREE
CHILD
ACTIVITY
PLACES**

HEALTH + WELLBEING SUPPORT

APPLICATIONS

Barnsley FC Community Trust are committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from - <https://barnsleyfccommunity.co.uk/about/vacancies/>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role to: **Community@barnsleyfc.co.uk**

Or via post marked private and confidential to:
Barnsley FC Community Trust
Oakwell Stadium
Barnsley
S. Yorkshire
S71 1ET



Please note CVs will not be considered.

JOB PURPOSE

The Adult Skills Mentor will support adult members of the community in developing essential skills for employment, education, and personal growth. This role focuses on providing guidance, motivation, and tailored engagement sessions to help individuals achieve their goals and overcome barriers to learning. Working within the Education Department, the postholder will play a key role in the promotion of our adult skills provision, as well as being responsible for the recruit of participants in line with contractual KPI's.

JOB DESCRIPTION

Job Title:	Adult Skills Mentor
Hours of work:	Up to 30 Hours Per Week (job share available)
Location:	Barnsley FC Community Trust, Grove Street, Barnsley, S71 1ET
Reporting to:	Head of Education
Salary Range:	£12.71 per hour
Contractual Status:	Fixed Term contract (Until July 2027) <i>Potential to extent - subject to funding</i>

PERSON SPECIFICATION

Essential	To be Passionate about making a positive difference in the community.
	To be Open and Honest
	To have a strong focus on Teamwork
	Level 2 or equivalent sport related coaching qualification
	1 years relevant experience working with adults
	First Aid qualification (or willingness to obtain).
	Safeguarding qualification (or willingness to obtain).

PERSON SPECIFICATION

Experience, Qualifications & Training

Essential	Proven experience delivering community-based physical activity or health initiatives. Understanding of health inequalities and barriers to physical activity/employment/learning in underrepresented communities. Strong communication and relationship-building skills with people from diverse backgrounds. Flexible approach to working hours (including evenings and occasional weekends) and travel. Experience in delivering various activities and workshops to support healthy lifestyles/personal development Ability to work independently, take initiative, and lead sessions. Strong organisational, planning and record-keeping skills. Ability to manage own workload, meet deadlines and deliver against set targets. Excellent verbal and written communication skills. Confident under pressure and adaptable to changing demands. Ability to accurately record attendance, participation, and outcome data, and contribute to monitoring and evaluation reports for funders and partners. Experience or confidence in capturing participant stories and case studies to evidence impact and good practice.
Desirable	Hold relevant degree qualification Experience of working with people to support targeted interventions and help break down barriers. Experience monitoring and evaluating programmes, ideally using systems such as Salesforce. Mental health first aid and/or trauma-informed practice training Knowledge of local priorities (e.g. physical activity, mental health, reducing health inequalities, unemployment rates, economically inactive figures). Experience working with diverse communities and adapting programmes to meet different needs.

KEY ACCOUNTABILITIES

To effectively plan and prepare resources in a timely manner inline with contractual KPI's

Ensure schemes of work incorporate Equality & Diversity, Differentiation (support, stretch & challenge), Safeguarding, World of Work/Employability, Information & Learning Technologies and wider learning.

Provide effective course delivery, learning and assessment (if appropriate), ensuring resource material and delivery is of a high quality and reflects best practice as measured by retention, attendance, success rates, and value added.

Be responsible for the recruitment of learners in line with contractual KPI's

To ensure the local environment, facilities and learning hubs are maintained to a satisfactory level, ensuring that any defaults with equipment or furniture are reported promptly to management.

Maintain accurate and detailed participant records including registers, destination data,/referral forms, monitoring and reviewing progress and producing reports.

Participate in team and other staff meetings and contribute to the management and development of delivery programmes ensuring the delivery of cost effective and efficient programmes.

Liaise and work closely with the respective staff/stakeholders to maintain / promote positive achievement, wellbeing, and engagement.

To develop and build effective relationships with participants on a programme.

Network with possible groups to support and be involved with community programme.

To be flexible in undertaking a variety of roles which meet the business needs of Barnsley FC Community Trust

KEY ACCOUNTABILITIES

To create partnerships with local communities to establish links and source venues to deliver programmes.

To uphold the safety of participants when attending sessions delivered as part of our programme.

To follow Safeguarding procedures and adhere to safeguarding expectations and duties when working with participants.

To proactively promote the Trust to ensure awareness, growth and expansion of its work

To ensure compliance with all Barnsley FC Community Trust Policies and Procedures across all areas of work.

To represent the trust in a professional manner and consistent with Core Values

To undertake training and CPD as necessary and relevant to the post

To generally assist in any tasks required in the operation of the Trust as directed by the Head of Education.

Maintaining awareness and compliance with all Policies and Procedures

Promoting high standards of personal professional conduct

Embody the overall Vision, Mission and Values of the Charity

All other duties as requested by your Line Manager

To deliver against agreed contractual KPIs and departmental strategic objective.



BARNSELEY FC

COMMUNITY TRUST

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