

Core Programme Co-ordinator

Employer:	Watford Football Club
Job Title:	Core Programme Co-ordinator
Salary/ Hourly rate of pay:	£12,000pa
Location:	Watford Football Club - Training Ground, London Colney
Type:	Permanent Part Time (12 hours p/w)
Passport/Visa:	Must be eligible to work in the UK
Closing Date:	12.00 noon 9 th February 2022
Interview date:	week commencing 21 st February 2022

An exciting opportunity has become available within the Academy at Watford Football Club. We are looking to recruit a Core Programme Co-ordinator to be a part of a forward-thinking team responsible for providing learning support in respect of the Level 3 Sporting Professional Apprenticeship for our scholars at Watford Football Club.

You will play a key role in providing learning support in respect of the Level 3 Sporting Excellence Professional Apprenticeship at Watford FC, as follows:

- Supervise individuals and groups of Scholars on the Level 3 Sporting Excellence Professional Apprenticeship (the “**Apprenticeship**”);
- Co-ordinate the planning, delivery and tracking for the Apprenticeship;
- Keep appropriate records and documentation as required by the Premier League;
- Formatively assess Scholars against the Apprenticeship Specification, preparing them for End-Point Assessment;
- Give written and verbal feedback and review with the Scholars their progress against the Apprenticeship Specification;
- Support the Scholars in preparing their portfolio and related evidence for End-Point Assessment;
- Regularly update the Scholar Individual Learning Plan as required by the Premier League;
- Comply with the quality assurance requirements in the management and delivery of the Apprenticeship programme.

The successful candidate will enjoy working as part of a team, be enthusiastic, hardworking, and be flexible to the requirements of the position and the business.

Applicants should ideally live local to Watford or the surrounding areas and be a UK resident or non-UK resident with a valid UK work permit and ideally have experience working within a similar role.

You must have:

- A form of Qualified Teacher Status.
- Relevant experience in a sports performance environment.
- Leadership experience in an educational setting.
- Previous experience in a vocational education role.
- Knowledge of Apprenticeships and involvement in KS5 education.
- Able to communicate to the highest level, listens, interprets and conveys information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication.
- Excellent IT skills.
- Experience of working within a multi-disciplinary team environment
- A proactive and flexible approach to work.





- Excellent written skills with accuracy and attention to detail.
- Demonstrates honesty, integrity, reliability and the ability to ensure confidentiality at all time.
- Friendly, well organized with the ability to multi-task and perform well under pressure.
- Possess strong time management skills and have a flexible approach to work.
- The necessary Disclosure and Barring Service check will apply to this post.

You would ideally have, but not vital:

- Previous experience in working in a similar role within a football club

For the full job profile, please contact HR Admin at hradmin@watfordfc.com

Club Commitment:

Equity, Diversity & Inclusion (EDI):

We are dedicated to fostering a diverse and dynamic working environment by building a team that represents a variety of backgrounds, perspectives, and skills. We are an equal opportunities employer and welcome applications from all sections of the community.

Safeguarding:

We provide a safe and secure environment for all. We believe Safeguarding and promoting the welfare of children & adults is everyone responsibility. Everyone in the organisation has a role to play, to ensure that club policies, procedures and practices in regard to safeguarding are followed.

Application process:

1. Please download and complete an application form located on the Club website under the career section (Club/ Careers) www.watfordfc.com/club/careers
2. Please send completed application form, cover letter detailing why you would be suitable for the role, a copy of all relevant qualifications, right to work in the UK documents and your CV via email to hradmin@watfordfc.com or by post to HR Admin, Watford Football Club, Vicarage Road Stadium, Watford, Hertfordshire, WD18 0ER.
3. If you require information in regards how to complete the application form please refer to 'Application Form guidance notes' which can be found on the Club website under the career section (Club/ Careers) www.watfordfc.com/club/careers
4. Please note depending on the role and if shortlisted reference request may be taken up prior to interview.

