

JOB DESCRIPTION

APP HUB

Job title: National Saturday Club Manager

Grade: 5

Responsible to: Head of Student Access & Success

Date: March 2022

Job purpose: To provide a professional level of management and delivery of the National Saturday Club. This includes the development of the scheme of work and lesson plans, purchasing materials and developing resources, organisation and booking of off campus visits to London, the management of the club and it's members, the management of student ambassadors and guest speakers.

To work as part of both the academic school team and the APP Hub team, to enable the effective operation and delivery of the Saturday Club and align with the current APP and Challenge 4 directive.

This role will contribute critical input to the skills development and engagement of Year 10 local learners. It will also form part of the comprehensive Outreach Programme offer.

Main duties and responsibilities

The main tasks and responsibilities of this role have been grouped in the following areas:

1. Outreach Programme and APP Alignment
2. Administration and management.
3. Health and safety.

1. Outreach Programme and APP Alignment

- a) Be solely responsible for the management and delivery of the National Saturday Club.
- b) Induct, supervise and advise all stakeholders, including learners, teaching and research staff, and external customers, on the operation of the club and any processes required to ensure a professionally ran club.
- c) Develop an innovative scheme of work for the academic year, deciding upon the modules and projects involved in Falmouth's new club.
- d) Be responsible for identifying, booking and supervising all guest speakers and technicians required during the club programme.
- e) Train and manage all student ambassadors who facilitate sessions on each Saturday.
- f) Liaise constantly with the APP Hub to help promote the club in schools, process club applications, and communicate regularly throughout the programme year.
- g) Be solely responsible for communication and the handling of enquiries and complaints from the club members, their parents/carers, and the schools.
- h) Work cohesively with the academic school the NSC Manager is responsible to, to ensure the club is organised professionally and in conjunction with the department.
- i) Manage all Safeguarding and Health and Safety of the club members and internal and external stakeholders. This includes producing Risk Assessments, especially when equipment or dangerous substances are being used.
- j) Collaborate with the Saturday Club Trust to organise visits, to follow their instructions and adhere to our contract.
- k) Organise and manage two off campus visits to London and a 'Masterclass' day for the club members to showcase their work and develop their skills and experience.
- l) Manage a small budget, to buy materials, refreshments, and to organise and fund the off campus visits travel/accommodation/hospitality.
- m) To attend 'Tutors Training/Meetings' provided by the Saturday Club Trust, for continued professional development.

2. Administration and Management

- a) Complete all administrative tasks associated with this post in a timely and accurate manner. These include but are not limited to: Schemes of Work, Lesson Plans, Budget Sheet, Risk Assessments, Parent/Carers Consent Forms, Data Privacy and Media Consent Forms, Application Forms, Pre-evaluation and Post-evaluation surveys, posting of club members work to London, coach/accommodation/hospitality bookings.
- b) Be solely responsible for the management of the club, including club members, student ambassadors, and guest speakers.

3. Health and Safety responsibilities

- a) Health and safety and Safeguarding are a priority and will be embedded in all tasks and responsibilities of the role. The post holder will ensure the Health and Safety of any person for which they are responsible and all the activities being carried out within the club. This is delivered through the provision of risk assessments, safe processes of work and effective monitoring and supervision. The post holder is also responsible for the safeguarding of club members whilst on campus and during London visits.
- b) Undertake Risk Assessments of all equipment, processes and procedures associated with the role and to ensure their correct implementation within the Health & Safety framework of the University on a continuous basis.
- c) Complete a basic Safeguarding training programme and a First Aid qualification to provide a first line response to any incidents or accidents.
- d) Ensure that club members are trained or supervised in the use of equipment and related techniques, to ensure compliance with statutory Health & Safety and manufacturer guidelines.
- e) In accordance with Safeguarding procedures, to deal with any disclosures, concerns or incidents in an appropriate and empathetic manner, and to inform your line manager and the university Safeguarding Lead at the earliest opportunity.

General duties and responsibilities

To perform to high professional standards.

1. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
2. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
3. To be responsible for your own continuing self-development.

4. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
5. To work within and actively support the equality and diversity policies and practices of Falmouth University.
6. To participate in the University's Annual Performance Development Review Process.

Health and Safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety.

Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
 - You comply with safe systems of work in operation within your work area.
 - You work co-operatively with other staff who have responsibility for health and safety requirements.
 - You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
 - You attend training as appropriate to your role
 - You may be required to undertake duties as a first aider if required

PERSON SPECIFICATION

Job title: National Saturday Club Manager

Attributes	Essential requirements	Desirable requirements
<p>Education and qualifications</p>	<p>A relevant subject qualification (e.g. NVQ4) or equivalent, or extensive experience.</p> <p>DBS Check, or willingness to undertake</p>	<p>Delivery experience to Pre-16 Learners.</p> <p>Relevant Health and Safety or Safeguarding training/ qualification or a willingness to complete.</p>
<p>Experience and knowledge</p>	<p>An up to date knowledge of a wide range of disciplines within the NSC subject areas.</p> <p>Recent and relevant experience of working with young people.</p> <p>Demonstrable experience of curriculum delivery and working closely with academic colleagues.</p> <p>Experience of assessing 'Risk' and the production of Risk Assessments</p> <p>Good working knowledge of a range of IT programmes including Microsoft.</p> <p>Supervisory/Management/ Budget management experience</p> <p>Extensive and developed practical skills.</p>	

<p>Skills and personal requirements</p>	<p>The ability to engage with learners in the realisation of concepts through practical application and taught sessions.</p> <p>Ability to work outside of normal office hours.</p> <p>The ability to supervise and manage club facilitators.</p> <p>Ability to create and nurture relationships with key contacts and both internal and external stakeholders.</p> <p>Well-developed communication skills including tact, diplomacy and sensitivity in working with inexperienced persons.</p> <p>Ability to work under own initiative and be resourceful in approach to problem solving.</p> <p>Ability to develop and maintain good working relationships across departments.</p>	
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