



Notts County Foundation (NCF) is the independent charitable arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of physical activity to improve the health and wellbeing of our local communities.

Our wide range of programmes cover sport, health, inclusion and education to transform the future outlook for many and leading to positive change within people's day-to-day lives. We are also proud to operate the Portland Centre in the Meadows as our community hub and the facility is very much the heartbeat of the Foundation.

We take pride in our long-standing affiliation with Notts County FC, a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of physical activity to improve the health and wellbeing of local communities. The mission is underpinned by Notts County Foundation's FIVE core values:

- **We inspire:** Acting as role models, aiming to bring the best out of people.
- **We are Innovative:** Thinking outside the box, making the unachievable happen.
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners.
- **We show integrity:** Committed to doing what we said we would do.
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

Sport and Inclusion

Health

Education

The Portland Centre



**Notts County
Foundation**

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk
Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title:	Deputy Education Manager
Salary:	£26,000 - £31,000
Responsible to:	Education Manager
Responsible for:	N/A
Location:	Notts County Foundation & Portland Centre
Document Created (Month & Year)	June 2025

Overview of the role

The Deputy Education Manager, will work closely with the Education Manager to effectively and efficiently manage all aspects of the department, ensure the day-to-day-smooth running of the department and its staff and support the achievement of outstanding learning, teaching and success.

You will support the Education Manager to plan and manage the deployment of staff and resources by supporting the department to deliver high quality education that meets the needs of the learners.



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Key Accountabilities & Responsibilities:

- Work with the Education Manager to determine the strategic purpose and direction of the Department;
- Contributing to the future direction of the Education department by keeping up to date with relevant industry developments and by actively leading on strategic initiatives which build on the organisations position in the sector.
- Be ultimately responsible for project operational performance through delivery and achieving set targets.
- Maintaining high levels of quality assurance, including course evaluation and course approval procedures.
- Establishing a positive climate which ensures high quality teaching and successful learning.
- Monitoring and evaluating the standards of learning and quality of teaching and achievement of all participants.
- Lead and co-ordinate curriculum/project development and innovation across an aspect of the Department's work.
- With the Education Manager, ensure an innovative, stimulating and flexible provision, which reflects and responds to students' needs and has at its heart a concern for quality.
- Drive participant success rate and monitor impact across all projects.
- Ensure consistent and sustained quality improvement, particularly learning, teaching and delivery, rigorously implement quality processes and ensure the effective management and use of data.
- Support the Education Manager to deliver the Department's budget and resources to ensure they are used effectively and efficiently, and that financial targets are met.
- Have a clear vision as to how each project should be delivered.
- Fully participate in and contribute to the pastoral support programmes of NCF as well as take on the role of delivery lead.
- -effective strategies to support a variety of teaching and learning styles.
- Maintain all appropriate records and report regularly via written reports and parents' consultation evenings
- To establish financial and other resource needs for centre growth and improvement
- Develop relationships with key stakeholders to expand our offer.
- Being aware of funding opportunities with authority to apply for and sign off between £500 and £10k worth of grant in own right, £10k - £100k in conjunction with IDM with Head Sign off. £100k + CEO sign off.
- Ensure that all funders' contractual obligations are being met

Human Resources

- Being a participating member of Notts County Foundation and The Portland Centre wider team
- Line management of staff including Appraisals, reviews and training needs analysis

Health & Safety

- To comply with requirements of the Health & Safety at Work Act 1974 and all supplementary legislation
- To ensure all health and safety checks are completed on a daily/weekly/monthly basis where necessary and complete and actions any health and safety concerns
- Ensure the safe and effective use of instruction and advice is offered to service users by monitoring the quality of content and delivery



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Safeguarding

- They recognise the position of trust they have by working for Notts County Foundation
- Their behaviour is always appropriate
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk. The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm. Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the upmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

Filtering and Monitoring Statement and Responsibilities

Notts County Foundation want to ensure a safe and secure digital learning environment for all learners and staff. This includes implementing appropriate filtering and monitoring measures to safeguard children and young people (CYP) from harmful content, online risks, and inappropriate use of digital resources. All staff must remain vigilant and proactive in upholding these measures, adhering to safeguarding policies, and reporting any concerns promptly.

- Ensuring Safe Access: Monitor and manage the use of digital resources to ensure compliance with safeguarding policies and appropriate usage.
- Filtering Oversight: Support the implementation and maintenance of filtering systems that block harmful, illegal, or inappropriate content.
- Active Monitoring: Regularly review digital activity identifying potential risks such as cyber bullying, radicalisation, or exposure to explicit material.



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- **Reporting Concerns:** Promptly report any breaches, concerns, or risk related to digital safety to the appropriate safeguarding lead.
- **Educating Children and Young People:** Promote responsible digital use by educating CYP on safe online behaviour and the importance of adhering to filtering and monitoring measures.
- **Policy Compliancy:** Ensure personal and CYP use of digital systems aligns with the organisations policies.
- **Collaboration:** Work closely with NCF IT support and safeguarding team to continuously improve filtering and monitoring procedures in line with best practice and legislative requirements.

Training

- To attend regular staff training sessions, be they held in-house or externally
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required commensurate with the grade and level of responsibility for the post.
- Promote the activities of Notts County Foundation
- To support the delivery of other key areas of the business as required.

General Duties

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Foundation at all times
- To be able to work flexible and unsociable hours where the role of the job requires including weekends and evenings when appropriate.
- To undertake any other duties that may be required as deemed appropriate to support other departments and projects outside Education department.

Equality, Diversity and Inclusion

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.



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Personal Specification

Category	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • PTLLS or an equivalent qualification (Level 3) • Ability to build and maintain relationships with key stakeholders • Experience of report writing • High level of self-drive and an ability to motivate others • Work well as part of a team and independently, exercising initiative • Adaptable and flexible to a changing environment 	<ul style="list-style-type: none"> • Experience of Internal Verification • Community / Sports / Management qualification • Knowledge and experience of the development of teams and individuals within a charitable setting • Knowledge of Employability qualifications • Sport Degree or equivalent professional/ vocational qualification
Experience & Knowledge	<ul style="list-style-type: none"> • Experience in delivery of Functional skills in Maths/English and ICT • Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice • Knowledge and experience of safeguarding in the school setting 	<ul style="list-style-type: none"> • Experience of delivering presentations • Experience of delivering inhouse training • Experience of developing effective administrative systems and procedure
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Strong organisation skills and able to prioritise, multi-task and manage own workload. • Strong written and verbal communication skills. • Good level of competence in using IT and databases, including Microsoft Office 	
Special Conditions	<ul style="list-style-type: none"> • Has access to own car • Willingness to travel for business reasons • Work outside normal office hours, including weekends, when required 	<ul style="list-style-type: none"> • Ability to contribute to long term improvements in the partnership through the generation of new and innovative ideas

