



**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](http://nottscountyfoundation.org.uk)  
Company Registration: 4320737 | Charity Registration: 1091927

## Job Description

<b>Job Title:</b>	Education Manager
<b>Salary:</b>	£30,000 - £38,000
<b>Responsible to:</b>	Head of Departments
<b>Responsible for:</b>	Education Staff
<b>Location:</b>	Notts County Foundation & Portland Centre
<b>Document Created (Month &amp; Year)</b>	June 2025

## Overview of the role

Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people's health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with. To use the power and strength of professional football and sport to engage with the local community.

Using the strategic plan as the guiding principle, ensure all elements of the Education Manager role are performed in an efficient and effective way. Fully understand all elements of the strategic plan to enable a positive contribution to its delivery and development, liaising with other members of the management team.



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## **Key Accountabilities & Responsibilities:**

- Establishing appropriate structures across all education programmes to support leadership at all levels, ensuring clear delegation of tasks and responsibilities.
- Motivating and empowering all staff to carry out their roles to the highest standards.
- Contributing to the future direction of the Education department by keeping up to date with relevant developments, whilst actively leading on strategic initiatives and growth which build on the organisations position in the sector.
- Be ultimately responsible for achieving all operational objectives set within programmes that are being managed.
- Maintaining high levels of quality assurance, including evaluation and procedures across all programmes.
- Establishing a positive climate which ensures high quality of delivery and impact.
- Monitoring and evaluating the standards of learning, delivery, and impact.
- Liaising with external bodies and stakeholders working in areas relevant to the work of all Education Programmes.

## **Human Resources**

- Ensuring that staff are appropriately trained, monitored, assessed, developed and supported throughout their careers, through high quality continuing professional development based on assessment of needs.
- Working with the Senior Leadership Team to ensure correct recruitment procedures are followed in line with the safer recruitment policy.
- Working with the Senior Leadership Team on all areas of employee relations including, but not limited to, performance management, absence management, policy, procedure, T's and C's, disciplinary and grievances issues, conduct, capability, and employment legislation.
- Support with disciplinary processes in line with organisation procedures.
- Being a participating member of the NCF Management Team and relevant Committees.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to NCF participants and customers.

## **Financial**

- Support the formation of an education budget annually and ensure its coherence with the other developments across the Trust.
- Manage own budget, including recording and reporting all income and expenditure.
- To establish financial and other resource needs for department growth and improvement
- To achieve financial and performance targets set by the CEO and COO
- Develop relationships with key stakeholders to expand our education offer.
- Being aware of funding opportunities and sign off between £500 and £10k worth of grant in own right, £10k - £100k in conjunction with Head of Departments Sign off. £100k + CEO or COO sign off.
- Ensure that all funders' contractual obligations are being met.

## **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 weekly/monthly basis where necessary, to review Emergency Action Plan and Risk Assessment on a yearly basis or as equipment/ procedures change.



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## Safeguarding

- They recognise the position of trust they have by working for NCF
- Their behaviour is always appropriate
- Promoting good behaviour, courtesy and respect for the environment, and ensuring the effective implementation of an appropriate code of conduct.
- 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
- 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,
- Promoting equal opportunities, inclusion, social, moral, cultural and spiritual values.
- Establishing effective systems of pastoral care and guidance to support the personal development of all students.
- Working with other members of the Education team to ensure that all participants are provided with the highest standards of care and support.
- Ensuring appropriate support is given to parents, carers and students including those attending presentations/meetings in support of their application to attend Education programmes.

## 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.
- 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.



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- Policy Compliance: 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.

## General Duties

- To attend and contribute to regular staff meetings
- To participate in the whole staff NCF appraisal and supervision process
- To follow NCF policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To always represent Notts County Foundation and The Portland Centre in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
- 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.
- Create and interpret performance summaries to identify issues, collecting information and drawing conclusions in an objective manner.
- Complete reports for projects within department, and support with organisation reports where relevant.
- Working with the Marketing and Media Officer to ensure projects within department are marketed effectively.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required to across all Notts County Foundation departments.
- Promote the activities of NCF
- To support the delivery of other key areas of the business as required.

## 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
Experience/ Knowledge	<ul style="list-style-type: none"> <li>• Proven track record of effectively managing staff and teams</li> <li>• Experience of developing and implementing a business plan</li> <li>• Experience in financial planning and management</li> <li>• Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice</li> <li>• PTLLS or an equivalent qualification (Level 3)</li> <li>• Strong organisation skills and able to prioritise, multi-task and manage own workload.</li> <li>• Strong written and verbal communication skills.</li> <li>• Good level of competence in using IT and databases, including Microsoft Office</li> <li>• Knowledge and experience of safeguarding</li> <li>• Familiar with due diligence processes</li> <li>• Experience of Internal Verification</li> <li>• Ability to build and maintain relationships with key stakeholders</li> <li>• Experience of report writing</li> <li>• Budget management experience#</li> <li>• Ability to multi-task and deliver results on time and within budget</li> <li>• Knowledge of NCFE Level 1 Certificate in sport qualification and NCFE Functional skills in ICT</li> <li>• High level of self-drive and an ability to motivate others</li> <li>• Work well as part of a team and independently, exercising initiative</li> <li>• Adaptable and flexible to a changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the sport development sector within Nottinghamshire &amp; East Midlands</li> <li>• Community / Sports / Management qualification</li> <li>• Knowledge and experience of the development of teams and individuals within a charitable setting</li> <li>• Experience of delivering presentations</li> <li>• Experience of delivering inhouse training</li> <li>• Experience of developing effective administrative systems and procedures</li> <li>• Knowledge of Health and Safety within sport</li> <li>• Ability to take a problem-solving approach to tasks and develop well thought through, valid and financially sound solutions</li> <li>• Ability to contribute to long term improvements in the partnership through the generation of new and innovative ideas</li> <li>• Work well as part of a team and independently, exercising initiative · Adaptable and flexible to a changing environment</li> </ul>
Special Conditions	<ul style="list-style-type: none"> <li>• Has access to own car</li> <li>• Willingness to travel for business reasons</li> <li>• Work outside normal office hours, including weekends, when required</li> </ul>	

