



Harlequins

F O U N D A T I O N

Application Pack

The Harlequins Foundation

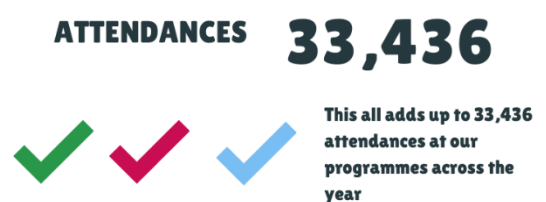
Established in 2015, The Harlequins Foundation is the embodiment of the Club's belief to put our communities at the heart of everything we do. As the charitable arm of Harlequin FC, our focus is on inspirational, sustainable, and transformative solutions that tackle inequality, poor health and the challenges facing the most vulnerable in society using education, skills development, and entrepreneurship.

We are at an incredibly exciting time in our development, backed by an impressive Board of Trustees and an enthusiastic supportive rugby club with a rich heritage, an iconic brand, highly regarded playing squads and an extensive fan base, all of which offers a hugely significant platform for our future success.

We understand the value of sport and its ability to go beyond what happens in the pitch. As the charitable arm of Harlequins we are in a privileged position to be able to use the clubs network and brand to inspire educate and equip individuals and communities at home and around the world to change their lives and fulfil their potential.

Our work falls under three main pillars:

- Supporting the development of essential skills.
- Promoting both mental and physical wellbeing.
- Championing inclusive societies.



Equal Opportunities.

The Harlequins Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Safeguarding.

The Harlequins Foundation is committed to the safeguarding of its staff, volunteers, children, and vulnerable adults. Any potential job offer is subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check.

The Programme.

The Harlequins Foundation passionately believe in the principle that everyone should have the opportunity to build the essential skills, experience, and aspirations to succeed in the 21st century. As a result, we design, develop, and deliver a range of programmes that meet the needs of our beneficiaries, with a specific focus on those most vulnerable in society.

It is our ambition that we maximise our relationship with the club that to develop a 'skills' pathway from work experience through to employment, that supports our ambition to positively impact our heartlands.

The success of our programmes is predicated on developing and maintaining partnerships with key stakeholders and the creation of opportunities that provide valuable experience for our participants.



Job Description

Job Title:	Skills Manager
Reference Number:	HF/SM2022-23
Salary:	£28,000 – 30,000 (depending on experience)
Department:	Foundation
Reports to:	Foundation Manager
Location:	Twickenham Stoop
Contract Type:	Permanent

Purpose of the Role:

The Harlequins Foundation wish to appoint a Skills Manager, to manage the following education and training programmes:

- HITZ (inc. HITZ Learning Academy, DofE, Jack Petchy and HITZ on Track)
- ESF funded programme(s)
- Work Experience Programme(s).
- Foundation Degree
- Apprenticeship and Traineeship Programmes

This role will require the successful candidate to coordinate and manage programmes while retaining an element of responsibility for delivery.

They will play a pivotal role in developing and maintaining partnerships with key stakeholders and the creation of opportunities that provide valuable experience for our participants.

Key Responsibilities:

Their responsibilities include, but are not limited to:

- Be responsible for the delivery of our 'skills' programmes ensuring all KPI's and deliverables are achieved. Managing a small team of staff to achieve required outcomes, while leading on the delivery of our Foundation Degree and Apprenticeship Programmes.
- Ensure all financial targets are achieved, generating the appropriate revenue and programmes are delivered on budget.
- Lead on the development of our 'skills' pathway that provides valuable experience for our beneficiaries from work experience through to employment.
- Manage relationships with key stakeholders, including but not limited to, 'The Club,' Premiership Rugby, Skills Training UK, Local Colleges, FLT, USW and Job Centre Plus.

- Ensure accurate data is captured to enable regular reporting of the social value created by our programmes.
- Ensure the accurate monitoring and evaluation of our programmes, including, but not limited to the collation of essential data and the maintenance of a designated monitoring and evaluation system (Upshot, Solution9 etc.).
- Actively seek out opportunities and apply for additional funding to secure the long-term future of our programmes.
- Produce as required, regular reports, case studies and good news stories on the progress of our programmes for internal and external partners and funders.
- Develop and share high quality and regular case studies and stories that demonstrate the impact of our work and the difference we make.
- Work with colleagues to ensure the appropriate level of marketing and comms about our programmes is achieved.
- Be responsible for ensuring all the appropriate measures required to protect the health, safety and wellbeing of participants and staff are implemented in the delivery of our programmes.

Person Specification.		
Attributes.	Essential.	Desirable.
Qualification and Experience:	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience. • Experienced in engaging learners from a range of backgrounds, including hard to reach and disadvantaged young people. • Experience of managing essential stakeholder relationships while maintaining and developing new referral channels and programmes. 	<ul style="list-style-type: none"> • RFU (Rugby Football Union) Level 2 Coaching Qualification.

Skills, Ability and Knowledge:	<ul style="list-style-type: none"> • A commitment to Safeguarding children, young people, and vulnerable adults. • An understanding of and a commitment to equal opportunities both in the workplace and the wider community. • Excellent organisational skills. • Excellent communication and interpersonal skills. • Knowledge or understanding of basic monitoring and evaluation systems (Solution 9, VIEWS, UPSHOT etc.) 	<ul style="list-style-type: none"> • Hold a current and clean driving license with access to own car available for work.
Behaviours:		
<p>Customer Focus - Commits to not just meeting but exceeding the expectations and requirements of internal and external clients; acts with customers in mind; values importance of providing high-quality customer service.</p> <p>Interpersonal Sensitivity - Interacts with others in a sensitive and effective way. Respects and works well with others.</p> <p>Quality Orientation - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.</p> <p>Planning and Organising - Organises and schedules events, activities, and resources. Monitors timescales and plans.</p> <p>Initiative Taking - Takes action to achieve goals beyond what is expected; drives to bring issues to a successful closure.</p> <p>Teamwork - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all.</p> <p>Results Orientation - Focuses on desired results and achieves challenging goals.</p>		

Applications:

To apply for this role, please send a completed application form and covering letter outlining how you meet the requirements of the role to foundation@quins.co.uk

Application forms can be downloaded from <https://harlequins.foundation/work-for-us/>

Please note the CV's will **NOT** be considered.

Closing Date for applications is Friday the 27th of May 2022

Interviews will be held on: Week Commencing 6th of May 2022

Please note if you are not contacted within two working days of the closing date you will not be offered an interview.