APPLICATION PROCESS & BENEFITS

**Applications should be in the form of a tailored CV which clearly addresses the criteria detailed on the Person Specification. Please also include a cover letter outlining why you believe you are the best candidate for this role. CVs submitted without an accompanying cover letter will not be accepted.**

Email your CV and cover letter to: [melanie.doherty@bitcni.org.uk](mailto:melanie.doherty@bitcni.org.uk)

**The closing date for receipt of applications is Monday 14 December 2020 @ 5:00 pm**

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.

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| **What are the benefits of working at BITC?** | | |
| **What are my hours?** | The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible arrangements are possible. | |
| **How much holiday do I get?** | Annual leave starts at 25 days per year and after 5 years it goes up 1 day per year until you have 30 days per year. | |
| **Will you help me develop?** | We provide ongoing learning and development for everyone at BITC. | |
| **Are there financial benefits?** | We offer an interest free season ticket loan; we also offer membership to the HMRC cycle hire scheme across the UK. | |
| **Can I get childcare vouchers?** | Yes, BITC participates in the HMRC recognised childcare vouchers salary scheme. | |
| **Will I be able to save for a pension?** | Yes, we operate a group personal pension scheme. BITC will contribute up to 6% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange and BITC also contributes the resulting NI saving into your pension. | |
| **What if something happens to me?** | Payment of four times the annual salary will be paid to the estate of any individual in the event of death while they are employed at BITC. | |
| **On completion of a satisfactory probationary period we offer staff** | | |
| **What about my wellbeing?** | | We offer membership of Westfield Health with Business in the Community paying Level 1 membership for all employees with the option for staff to upgrade their level. |
| **Perks** | | Perks is an online employee benefits platform that works with great retailers to provide market-leading offers and discounts to UK employees |
| **Business mobile phone** | | We offer business phones to team members who meet a set criteria. |

JOB DESCRIPTION

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| **Role** | LifeSkills Facilitator |
| **Department** | Education and Jobs |
| **Contract** | Term-time for 1-year, possible extension for 1 year subject to funding |
| **Hours** | Part-time: 21 hours per week |
| **Location** | Belfast (travel required across Northern Ireland) |
| **Salary** | £26K per annum pro-rata |
| **Reports to** | Education Manager |

Who we are?

We exist to build healthy communities with successful businesses at their heart. Business in the Community (BITCNI) – the Responsible Business Network in Northern Ireland – is a business-led membership organisation made up of progressive businesses of all sizes who understand that the prosperity of business and society are mutually dependent.

In the spirit of being a responsible business, our members are signed up to:

**Being the best, they can** be in delivering social, environmental and economic sustainability across all areas of their business.

**Join with other businesses** to bring together their collective strength and be a force for good.

What we do

We set a course for responsible business.

We use our Responsible Business Map to guide members on a journey of continuous improvement, working across the whole responsible business agenda. From community engagement to employment, diversity and the circular economy, we offer expert advice and specialist resources, driving best practice by convening, sharing learning and recognising great performance across our influential Network.

Through participation in Business in the Community’s ground-breaking campaigns and programmes, businesses can collaborate and help to bring about lasting change on a wider scale which benefits both business and society.

Background to the LifeSkills programme

BITC Northern Ireland has been working with Barclays over the last 3 years to deliver its LifeSkills Programme to schools and Colleges in Northern Ireland.

LifeSkills created with Barclays aims to help all people in the UK, whether that’s a young person preparing for their first job, to someone wanting to progress in their career, make changes to their working life or even start their own business.

Since 2013, the LifeSkills programme has been supporting youth employment by raising the confidence, motivation and aspirations of millions of young people who are making the move from education into work. To date more than 11 million young people have participated in the programme, with almost 9 in 10 students saying they feel more motivated to achieve and three-quarters having higher ambitions and aspirations.

This exciting programme offers valuable resources to teachers, parents, and young people, to help support young people and their influencers better understand and develop the core transferrable skills that businesses increasingly need. A key element of LifeSkills is the delivery of workshops to schools/colleges to bring these learning resources to life, in addition to promoting the resource hubs of information.

LifeSkills and what it offers has never been more important. COVID-19 is having a particularly negative impact on our young people and with youth unemployment predicted to rise to around 26%, we need to be supporting our youth to better understand the skills and attributes sought by employers. We know that businesses require young people to be quick starters and able to integrate well into the workplace, but this requires interpersonal skills and an understanding of the working environment.

LifeSkills focuses on core, transferable skills such as CV writing, interview skills, problem solving, adaptability, creativity, resilience, proactivity, communication and leadership. It also provides free support to UK businesses to help improve access to work experience opportunities – giving young people the experience they need.

The programme targets (post primary) schools and Colleges facing challenging circumstances, in areas of deprivation. Over a one-year period we aim to support almost 4,000 young people in schools and Colleges through the delivery of workshops under the programme. For more information on the Barclays LifeSkills programme please visit: <https://barclayslifeskills.com/what-is-lifeskills>

Purpose of Job

To facilitate and deliver LifeSkills workshops for young people in schools/Colleges primarily in Greater Belfast and sometimes across Northern Ireland. This role will involve training and supporting Barclays employees keen to co-deliver and support with workshops. Training may be face-to-face or virtual.

Main Responsibilities / Accountabilities

1. To facilitate and deliver (as appropriate) LifeSkills workshops, working alongside the LifeSkills Manager and other LifeSkills facilitators.
2. In conjunction with the LifeSkills Manager, to identify new Barclays volunteers to support delivery and engage them in accordance with the LifeSkills recruitment targets.
3. In conjunction with the LifeSkills Manager to assist with identifying and recruiting new schools/colleges and to engage Head Teachers in the LifeSkills programme, in accordance with the recruitment targets.
4. In conjunction with your line manager, to broker the partnership between Barclays and BITC Northern Ireland.
5. To deliver activity at priority schools/colleges and to support work on evaluations and with new recruitment plans.
6. To support Barclays volunteers throughout their involvement including workshop preparation and delivery.
7. To ensure sharing of best practice and collaboration within and across Barclays colleagues and other BITC regions delivering the initiative.
8. To deliver timely and accurate monitoring and evaluation of the effectiveness of the LifeSkills programme in line with contract requirements.
9. To maintain a working knowledge of and be able to speak with confidence of key issues in education to operate credibly with schools/colleges.
10. To prioritise and multi-task in a fast-moving environment.
11. To produce quality and comprehensive written reports and to manipulate excel spreadsheets and databases to produce reports.
12. To achieve targets/KPIs in a busy work environment.

Key requirements

### Provide Quality Services

To play a leading role in our efforts in inspiring and supporting local business across Northern Ireland to engage and impact positively in the areas of education, including accessing business skills and resources.

### Plan Effectively

To support the annual operating/action plan for the Education work stream, ensuring that key strategic linkages with Business in the Community NI’s plan are in place.

### Use Resources Efficiently

To effectively utilise existing resources and lead in securing new resources to meet team objectives.

### Promote Effective People Management

To positively prepare for, and contribute to, your supervision and appraisal and those of the people you line manage if applicable.

### Develop Self and Others

To assume responsibility, in conjunction with your line manager, for identifying your own training and development needs.

### Promote Teamwork

To contribute to effective team working as part of the Education & Jobs Team as well as the wider Business in the Community team, including identifying areas for integration within other Business in the Community initiatives.

### Communicate Effectively

To liaise effectively with other teams and external bodies in conjunction with your line Manager. To represent Business in the Community as a spokesperson on your area of expertise when appropriate.

### Promote Health, Safety and Security/Safeguarding of Self and Others

To contribute to the promotion of health, safety and security within your workplace. To lead, guide and support your team with regard to the safeguarding of any young people or vulnerable adults that you come into contact with through your education work with Business in the Community.

### Promote Diversity and Equality of Opportunity

To actively promote equality of opportunity, anti-discriminatory practise, diversity, individual rights and choice in all respects of your work.

The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

**Special working conditions**

The post holder may be required to work remotely, or from home on occasion. Home working will require the appropriate desk/working set up in line with health and safety guidelines which will be outlined at induction.

Travel to/attend BITC/Barclays events as required which may include occasional evening and early morning events. Some travel may also be involved.

Diversity and Inclusion

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PERSON SPECIFICATION

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| --- | --- |
| **Experience** | * Proven track record of working with businesspeople, managing your own workload and having the ability to work on your own initiative and as part of a team |
| **Essential Skills** | * Knowledge of education issues and of future challenges and trends in educational changes in UK/NI. * 2 years’ experience in a similar type role. * Understanding of local and of national labour market trends. * Strong experience of delivering high quality workshops/facilitation/training to young people in an education setting at post-primary level and above. * Track record of building relationships with schools/colleges at a range of levels. * Experience of data capture, entry and reporting. * Excellent presentation/facilitation skills. * Proactive problem-solving ability. * Ability to build relationships and work collaboratively across teams. * Ability to self-motivate. * Ability to multi-task and prioritise in a fast-moving environment. * Ability to produce written reports. * Credible with young people and senior leaders. * Flexible and adaptable team player. * Diplomatic. * Confident and positive in outlook. * Recognise the implications of working within a charity. * Professional approach to client relationship management. * Full driving licence and car available for business use OR access to a form of transportation which will enable you to meet the requirements of the post in full. |
| **Desirable Skills** | * Interest in CR issues, particularly those relating to education and skills, and the role of businesses in addressing these. * Demonstrable track record of working with businesses. |
| **Personal attributes** | * Professional approach to client relationship management. * Credible with senior leaders and young people. * Flexible team player and open minded. * Diplomacy skills. * Confident and positive in outlook. * Recognise the implications of working with a charity/not for profit third sector. * Act in accordance with Business in the Community’s core values. * Adaptable – ability to adapt and operate empathetically within different organisations cultures and environments. |
| **Behaviours** | * Act in accordance with Business in the Community’s values: * Creativity * Passion * Collaboration * Integrity * Recognise the implications of working within a charity. * Be enthusiastic and keen to learn and develop. * Show commitment to customer service. * Give attention to detail and be committed to working to a high standard. * Demonstrate a flexible, positive, pro-active and open-mindedness approach to work * Give feedback and support. |

**Other**

1. Ensure that health and safety requirements are met in the areas for which the jobholder is responsible - risk assessment linked to COVID-19.
2. The post holder is subject to Access NI checks.