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, Cover Letter and completed Employee Monitoring form to: [melanie.doherty@bitcni.org.uk](mailto:melanie.doherty@bitcni.org.uk).

**The closing date for receipt of applications is Monday 18 July 2022 at 11:00 am.**

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. |
| **Hybrid working** | We are currently working on a hybrid basis and working in the office on a 2 day per week basis. This will be reviewed and is subject to change. |
| **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 |
| **Contract** | Part-time: 3 days and Term-time to end June 2025 (Subject to Funding) |
| **Location** | Bridge House, Belfast – travel may be required across Northern Ireland |
| **Reports to** | Education Manager |
| **Salary** | £26K circa pro rata per annum |

Who we are?

We exist to build healthy communities with successful businesses at their heart. Business in the Community (BITC NI) – 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 6 years to deliver its LifeSkills Programme to schools and colleges in Northern Ireland.

Barclays LifeSkills 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; someone wanting to 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 11.7 million learners 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 and to bring these learning resources to life, in addition to promoting the information resource hubs.

LifeSkills focuses on core, transferable skills such as CV writing, interview skills, problem solving, adaptability, creativity, resilience, proactivity, communication, and leadership.

The programme targets (post primary) schools and colleges facing challenging circumstances, in areas of deprivation with 3,000 young people targeted per year.

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 at times across Northern Ireland. This role will also involve 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 LifeSkills workshops, working alongside the Education Manager and other LifeSkills facilitators in eligible schools and colleges.
2. Develop a thorough understanding of the online resources to facilitate LifeSkills workshops consistently, ensuring that performance leads to improvement in agreed objectives for students.
3. Adapt facilitation style to ensure all delivery, be it online or in person, is engaging, instructive, and inclusive of all capabilities.
4. Deliver the agreed workshops to schools/colleges to ensure achievement of key performance indicators to meet the unique and repeat intervention targets for students.
5. Ensure facilitation of interventions is complemented by teacher led activities and student self-study.
6. Support Barclays volunteers to prepare for in-class delivery support, plus provide coaching and guidance on the day of their participation.
7. To support the Education Manager to target guest speakers for LifeSkills sessions/ workshops.
8. Ensure completion of student, educator, and volunteer evaluations following LifeSkills sessions.
9. In conjunction with the LifeSkills Manager, to assist with identifying and recruiting new schools/colleges in the LifeSkills programme, in accordance with the recruitment targets.
10. To ensure sharing of best practice and collaboration within and across Barclays colleagues and other BITC regions delivering the initiative.
11. To maintain a working knowledge of, and be able to speak with confidence on, key issues in education to ensure credible operation with schools/colleges.
12. To prioritise and multi-task in a fast-moving environment and ensuring diary management is adhered to.
13. To support the Education Manager in producing quality and comprehensive written reports, and to manipulate excel spreadsheets and databases to produce reports.
14. To achieve targets/KPIs in a busy work environment.
15. To contribute actively and positively as a member of the Community Engagement team.
16. To ensure compliance with BITC’s Safeguarding Policy and Framework and all safeguarding requirements of the contract, including adherence to Barclay’s policy in relation to workshop photography/filming.
17. Ensure that health and safety requirements are met in the areas for which the jobholder is responsible for example, risk assessment linked to COVID-19.

Key requirements

### Provide Quality Services

To play an active role in our efforts in inspiring, engaging and supporting local schools and colleges to participate in our programmes.

### Plan Effectively

To support the annual operating/action plan for our Education work stream.

### Use Resources Efficiently

To effectively utilise existing resources and support in securing new resources to meet team objectives as required.

### 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 support your colleagues with regards to the safeguarding of any young people or vulnerable adults that you meet through your education work within 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.

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.

Access NI

Our offer of employment for this role is conditional and subject to a satisfactory outcome of an enhanced disclosure from the appropriate body in Northern Ireland.

Should the disclosure not meet the required clearance, Business in the Community reserves the right to withdraw the offer of employment. The post holder is subject to Access NI checks on a bi-annual basis.

PERSON SPECIFICATION

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| **Experience** | * Proven track record of working in an education environment with schools or colleges, managing your own workload and having the ability to work on your own initiative and as part of a team. |
| **Essential Skills** | * 2 years’ experience in a similar type of role. * Strong experience of delivering high quality workshops/facilitation/training to young people in an education setting at post-primary level and above. * Knowledge of education issues and of future challenges and trends in educational changes in UK/NI. * Track record of building relationships with schools/colleges at a range of levels. * Experience of data capture, entry and reporting. * Excellent communication, presentation/facilitation, organisational skills and an aptitude for IT. * Ability to build relationships and work collaboratively across teams * Ability to multi-task and prioritise in a fast-moving environment. * Ability to produce written reports. * Credible with young people and teachers. * 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** | * Understanding of local and of national labour market trends. * Interest in Corporate Responsibility 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 school and business relationship management. * Credible with school 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. |

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| **Confidential: Employee Monitoring Questionnaire** | | | | | |
| **Position:** | LifeSkills Facilitator | | **Ref:** |  | |
| Community background | | | | | |
| We are an Equal Opportunities employer. It is our policy not to discriminate on any grounds including religious belief, political opinion, race, colour, nationality, sex, sexual orientation, marital status, disability and age. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.  Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking in the appropriate box below: | | | | | |
| I am a member of the Protestant community | | | | |  |
| I am a member of the Roman Catholic community | | | | |  |
| I am a member of neither the Protestant nor Roman Catholic community | | | | |  |
| If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/CV. | | | | | |
| Gender | | | | | |
| Please indicate whether you are: | | Female  Male | | | |

**Note:** If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.