



FOUNDATION



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**Education and Skills
Manager**

Port Vale Foundation use the power of Port Vale Football Club *to enable lasting well-being by igniting greater ambitions and creating social connections for our communities.*

We are a values-led organisation and strive to live and breathe them each and every day. Our values are:

Extraordinary - *Good people doing extraordinary things.*

People-Centred - *Placing people at the heart of everything we do by caring, while driving and developing them to realise their highest potential.*

Tenacious - *Determined and resilient in the pursuit of success.*

Valiant - *Bold in the decisions we make and the actions we take.*

Respectful – *maintaining a mutual respect between the club and our stakeholders (supporters, community, staff and partners).*

In order to fulfil our mission, we are actively looking to contribute to local, regional and national priorities, using the Port Vale Football Club Foundation brand to positively impact on a range of agendas such as increasing sport and physical activity, improving health, increasing education standards and improving community cohesion. Our tactics to approach this are summarised through the three P's:

- **People first** - We are people first, supporting people to be the best version of themselves
- **Place matters** - There's no town called Port Vale – but there's a spirit behind the name.
- **Partnerships that punch** - We might be able to go where others can't, but we don't go it alone.

To focus and influence the Port Vale FC Foundation in achieving our mission whilst supporting and tackling local priorities, our work is categorised under two core areas:

- Community and Cohesion – building belonging
- Education and Skills – powering potential

Role title: Education and Skills Manager
Role reports to: Head of Foundation
Hours: 37.5 hours Pay scale: 32-36k (annual salary)
The role:
The Education and Skills Manager will lead, develop, and oversee all aspects of the Foundation's education and skills provision, ensuring that programmes are high quality, inclusive, and aligned with both local needs and national priorities. Reporting to the Head of Foundation, the role will provide leadership and strategic direction to a team delivering across primary schools, secondary interventions, post-16/further education, workforce development, and wider educational engagement. They will ensure that education is a powerful tool to inspire ambition, power potential and create meaningful progression opportunities for learners of all ages.
Main responsibilities & accountabilities:
<ul style="list-style-type: none"> - Provide strategic leadership and day-to-day management of the Education and Skills team, including the Primary Schools Lead, Interventions Lead, Post-16/Further Education Lead, Workforce Lead, and Education Activators. - Oversee the design, delivery, and monitoring of impactful education programmes such as Premier League Primary Stars, Generation Vale, Actiphons, PPA provision, Turnaround initiatives, and post-16 learning pathways. - Ensure effective delivery of targeted interventions that support children and young people in overcoming barriers to education, improving engagement, and achieving positive outcomes. - Drive the development of a high-quality post-16 and further education offer, including enrichment programmes, employability skills, volunteering, and positive progression routes into training, higher education, or employment. - Lead on the creation of accessible educational opportunities for the wider community, including apprenticeships, work placements, mentoring, and accredited qualifications. - Build strong partnerships with schools, colleges, universities, training providers, and external stakeholders to expand reach and impact. - Ensure quality assurance, safeguarding compliance, and robust monitoring across all programmes, with a focus on learner outcomes and progression. - Manage budgets, funding applications, reporting, and performance monitoring to ensure the sustainability and growth of the education portfolio. - Support and develop staff through effective leadership, professional development, and performance management. - Contribute to the wider Foundation strategy, representing the organisation at relevant meetings, networks, and forums.

Key skills and experience:

- Proven experience of managing teams and programmes within sport, community, or education sectors.
- A thorough understanding of the education landscape, including primary, secondary, post-16, and adult/community learning.
- Demonstrated experience in programme design, monitoring, and evaluation.
- Excellent partnership-building skills with a track record of successful collaboration across sectors.
- Experience in securing funding, managing budgets, and delivering against financial targets.
- Excellent partnership-building skills, with the ability to work collaboratively with schools, education providers, and community organisations.
- Strong understanding of safeguarding and learner welfare.
- Excellent organisational, communication, and problem-solving skills.
- Proactive, innovative, and resilient approach, with a passion for education and improving opportunities for learners.

General:

- To uphold and promote the values of the Port Vale Foundation at all times.
- To act as an ambassador for the Foundation and the football club, ensuring professional conduct and presentation.
- To contribute to a culture of continuous improvement, supporting innovation and learning across the organisation.
- To work flexibly, including evenings, weekends, and match days where required.
- To undertake any other duties consistent with the level of the post as reasonably required by the Head of Foundation.

Person Specification – Education and Skills Manager

	Essential/Desirable	Assessed via:
Relevant Experience		
Previous successful experience working in physical activity or sporting sector	Essential	Interview/Application
Experience in working within a team and managing staff	Essential	Interview/Application
Experience driving change through a needs-led approach	Essential	Interview/Application
Experience of engaging and inspiring diverse groups	Essential	Interview/Application
Experience managing budgets and funding/ bid applications	Essential	Interview/Application
Experience and understanding of the Education sector and collaborating with partners.	Desirable	Interview/Application
Formal Academic Qualifications		
GCSE Maths and English C+	Essential	Certificates
University Degree	Desirable	Certificates
Youth work qualifications	Desirable	Certificates
Vocational Qualifications and Training		
Clean Enhanced DBS Check	Essential	Certificates
Health & Safety at Work	Desirable	Certificates
Job Related Skills and Abilities		
Be able to communicate effectively with partners, participants, customers, visitors and staff	Essential	Interview/Application
Good IT Skills, including word processing, spreadsheets and databases	Essential	Interview/Application
Ability to deliver KPIs against project plans on time and within budget	Essential	Interview/Application
Ability to work under own initiative and be pro-active in driving the organisation forward within the new strategy	Essential	Interview/Application
Experience in project reporting.	Desirable	Interview/Application
Experience in supporting change management	Desirable	Interview/Application
Physical Requirements and Personal Attributes		
To represent Port Vale Foundation in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism	Essential	Interview/Application
Enthusiasm and passion for working with young people and the local community.	Essential	Interview/Application
A positive attitude towards professional development and their own learning	Essential	Interview/Application
Creative in problem solving situations together with a willingness to take on or try new approaches and ideas	Essential	Interview/Application
Special Working Conditions		
Hold a valid full, clean UK Driving license.	Essential	Application
Required to work evenings and weekends and occasional match days when requested.	Essential	Application
Reliable approach to working hours	Essential	Application

If you would like to apply for this role, please complete an application form that can be found at [Vacancies | Port Vale FC](#)

Email the completed application form, alongside a cover letter and supporting statement to naomi.parton@port-vale.co.uk or you can send it by post to:

**Job Vacancies
Port Vale Foundation
Vale Park
Hamil Road, Burslem
Stoke-on-Trent, ST6 1AW**

If you require any more information, please call us on 01782 757066.