

**JOB DESCRIPTION**

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| JOB TITLE | Barclays LifeSkills Facilitator |
| DIRECTORATECONTRACT | Education and Skills4 days per week and Term Time to 30 June 2027 |
| LOCATION | Bridge House/Hybrid  |
| JOB SALARY LEVEL | £30K per annum pro rata |
| REPORTS TO | Education Manager |
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| **What are we looking for?** |  **What can BITC offer you?** |
| Our Barclays LifeSkills Facilitator will:* Prepare, facilitate, and deliver engaging LifeSkills workshops to both primary and post-primary students in eligible schools on a daily basis.
* Understand and support schools and their students; their challenges and opportunities; and advise on key LifeSkills required for the future.
* Build relationships with key contacts in schools and colleges, engaging them in other appropriate education campaigns.
* Assist with managing existing relationships with a portfolio of schools and colleges ensuring deeper engagement and delivery of LifeSkills.
* Have a keen interest the Northern Ireland education system and be passionate about inspiring and educating young people.

A blue pink and purple squares with white text  Description automatically generated | * Personal development opportunities
* Employer Pension Contribution
* Life assurance cover
* 25 days holiday (pro-rata)
* Flexible/Hybrid Working
* Level 1 membership of Westfield Health scheme\*
* 2 days per year (pro rata) to volunteer for a cause of your choice
* Ability to work from abroad for up to 1 month per year
* Carers’ leave
* Support for Study
* Perks shopping discount card

**Diversity and Inclusion**Business in the Community embraces, respects and values the differences 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. |
| **Main Accountabilities****JOB DESCRIPTION** |  **Knowledge, Experience and Skills** |
| * To prepare and deliver LifeSkills workshops to both primary and post-primary school students primarily in Greater Belfast and at times across Northern Ireland.
* To ensure facilitation is engaging, instructive, and inclusive of all capabilities.
* To develop a full understanding of the LifeSkills resources to facilitate LifeSkills workshops, ensuring that performance leads to improvement in agreed student objectives.
* To ensure completion of student, educator, and volunteer evaluations following LifeSkills sessions.
* To ensure facilitation of interventions is complemented by teacher led activities and student self-study.
* To support Barclays volunteers to prepare for in-class delivery support, plus provide coaching and guidance on the day of their participation.
* To support the Education Manager to target guest speakers from BITC member companies for LifeSkills sessions/workshops.
* To achieve programme targets/KPIs.
* To support the Education Manager in producing quality and comprehensive written reports, and to manipulate excel spreadsheets and databases to produce reports.
* In conjunction with the Education Manager, to assist with identifying/recruiting new schools to the LifeSkills programme.
 | **Knowledge:*** An interest in, and an understanding of education issues.
* An interest in, and an understanding of responsible business, and emerging trends.

**Skills:*** Excellent communication, presentation and facilitation skills.
* Excellent organisational, planning, prioritising and time management skills.
* Good IT skills.
* Ability to build relationships and work collaboratively across teams.
* Ability to multi-task and prioritise in a fast-moving environment.

**Experience:*** At least 2 years’ recent experience in a similar type of role; or be able to demonstrate relevant transferable skills and experience.
* Experience of delivering high quality workshops/facilitation/training to young people in an education setting at primary and/or post-primary level and above.
* Proven track record of working in an education environment, managing your workload and having the ability to work on your own initiative and as part of a team
* Track record of building relationships with schools/colleges at a range of levels.
* Applicants must possess a full current driving licence and transport available for business use OR be able to demonstrate they can fulfil the travel requirements of the post.
* 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.

**Desirable criteria:** * Understanding of local and national labour market trends that would benefit the classroom delivery of LifeSkills.
* Interest in Corporate Responsibility issues, particularly those relating to education, and the role of businesses in addressing these.
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