



Level 5 Management Apprentice

Vacancy Type: Apprenticeship	Reporting to: Head of Facilities and Programmes
Contract: 18-month contract 37.5 hours per week	Rate of Pay: £12K - £15K per annum

Wallsend Boys' Club:

Wallsend Boys' Club (WBC) was founded in 1904 by the employees and directors of Swan Hunters Shipyard in order to provide recreational activities for the apprentices and young people in the area, and initially specialised in boxing. The original club premises were a series of wooden huts on Station Road, erected by workers from the shipyard. A fire destroyed the original premises in 1938 and work commenced on a new club building on Station Road in 1964, which was opened on 16 December 1966.

In more recent years we have completed the first phase of redevelopment, which is now finished and involved building a new 3G Artificial Grass Pitch (AGP), funded through the sale of the Station Road site and a grant from the Football Foundation. This has enabled the club to relocate all of its representative teams to Kirkley Park.

Wallsend Boys' Club is about to embark on an exciting project to further develop our current Kirkley Park site. Through this development the organisation will seek significant capital investment to extend our current changing block creating a Community Hub for the people of Wallsend and beyond. The organisation is to launch a new entity named ***Sporting Wallsend*** which is to provide open access provision aimed to improve health and well-being for the local community.

Nature of the role:

Wallsend Boys' Club are seeking an eager, motivated management trainee to join our growing organisation. In this position, you will be given a unique opportunity to gain the knowledge and experience required for promotion into management positions under the direction of experienced personnel. The comprehensive training package will include an ILM L5 Operations and Departmental Management Apprenticeship as you work across several departments including Finance, Marketing and Operations. The ideal candidate will be open to learning new business skills, have an interest in running a football club (not essential) and be committed to making a difference to the local community, who use the club's facilities.

Key responsibilities:

These duties may vary from day to day, but you will be expected to:

- Oversee day-to-day business operations
- Provide leadership at all levels of the organisation
- Communicate and embody the organisations vision and values
- Add to organisation development by recruiting, interviewing, hiring, and mentoring new talent
- Define and implement policies and performance standards
- Evaluate employee performance and provide additional business coaching and support as needed
- Assess departmental and organisation performance and devise plans for improvement
- Manage profit and loss statements, and account for costs and revenues
- Allocate budget resources for supplies, equipment, marketing, and personnel
- You must also undertake any other duties that may be necessary, that are appropriate to the level/grade of the job.

Training to be provided:

The successful candidate will be required to undertake an ILM Level 5 Operations and Departmental Management Apprenticeship. Other relevant training opportunities will be available.

Description of Training:

To complete the training, you will be provided with:

- A dedicated Trainer who will visit you once a month and develop you in areas such as Leadership, Operational Management, Stakeholder Management, Finance, Project Management
- Regular reviews of the programme to ensure it is meeting your needs
- 20% of your working week spent on either vocational or qualification training
- Potential to move into a full-time position within the organisation upon successful completion of the programme

Person Specification

The ideal candidate is expected to display the following skills and personal qualities.

Skills required:

- Communication skills are key to increasing management's effectiveness with both superiors and subordinates
- Leadership skills are appropriate in seeking out continuing education opportunities and fostering a growth mindset
- Delegation skills are crucial in nominating the best person (or people) for a particular task and to act as a facilitator to motivate and direct the work
- An important aspect of Time Management skills is prioritising tasks to ensure that projects are completed by deadlines and streamlining processes to maximise productivity
- Decision-making skills are key to weighing up the costs and benefits of options, determining the best course of action to achieve organisational goals
- Problem-solving skills are crucial in analysing past and current performance, and recommending key objectives that improve productivity and profitability

Essential Personal qualities required:

- Motivation towards career growth and learning
- Strong written, verbal, and presentational skills
- Ability to interact effectively with a wide range of members, staff, volunteers and the wider community
- Proficiency in Word, Excel and PowerPoint

Desirable Personal qualities, skills and qualifications, may include:

- A-C GCSE in Maths and English or equivalent
- Previous qualification in Marketing or Finance
- Previous experience working in a management or leadership role
- Previous experience working in a marketing, social media or finance setting

If you require more information or would like to have an informal discussion about this role then please get in touch with John Percival, Head of Facilities and Programmes 0191 2639490 or Johnp.wallsendboysclub@gmail.com