



COMMUNITY TRUST
At The Heart Of The Community

CACT Employability Officer

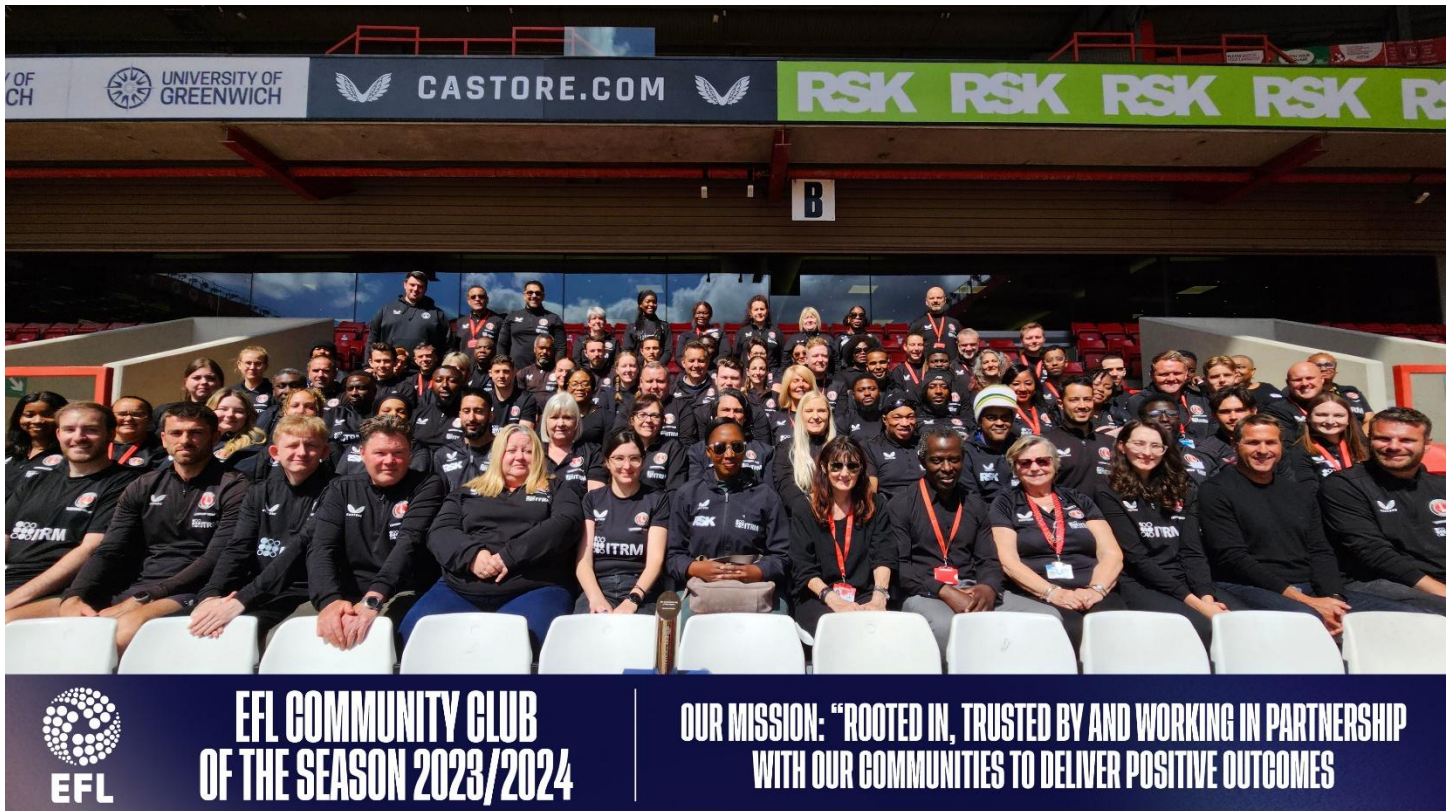


MAYOR OF LONDON



**INVESTORS
IN PEOPLE**

APPLICATION PACK



A new report has shown that across Charlton Athletic Community Trust's (CACT) programmes in South East London and Kent, a social value of £49,609,000 has been generated. This means that for every £1 the charity invests in a one-year period, £9.52 of social value is created.

An independent charity since 2003, CACT's work and its impact has grown year on year, now working with over 25,000 participants annually.

CACT has identified three core outcomes which underpin its work in the community:

- Improved physical and mental health and wellbeing
- Improved access to education and employment
- Increased community and social cohesion

CACT runs more than 65 programmes which help achieve these outcomes.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Services

This is an exciting time to join CACT as we have recently launched a new five-year Strategic Plan for 2024-2029 informed by extensive consultation with our communities, our staff, our Trustees and our partners:

| Our Mission | Our Values | The Golden Threads that are woven throughout everything we do |
|--|---|---|
| "Rooted in, trusted by and working in partnership with our communities to deliver positive outcomes" | <ul style="list-style-type: none"> ✓ Adaptability ✓ Equity ✓ Integrity ✓ Passion ✓ Respect | <ul style="list-style-type: none"> ✓ Safeguarding ✓ Leadership & Governance ✓ Equality, Diversity & Inclusion ✓ People & Organisational Development |

Employee benefits include:

- Friendly working environment
- Employee Network Groups (Equality, Diversity and Inclusion Working Group (EDIWG), Women’s Network, Green Team and the Health and Wellbeing Network)
- 23 days annual leave – this includes 3 days which must be taken at Christmas and an additional 1 day for every full year continuous service up to a maximum of 5 years (plus 8 days statutory bank holidays)
- Flexible Working
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- Enhanced Maternity and Paternity Packages
- London Living Wage employer

CACT is committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

CACT has achieved both the Mayor of London’s ‘Good Work Standard’ accreditation and ‘Investors in People’ accreditation. Together they provide external validation that CACT is a great place to work.



JOB DESCRIPTION

| | | | |
|--------------------------|--|--------------------------------|--|
| Job Title: | CACT Employability Officer | Reporting to: | Director of Education and Sport |
| Pay: | £29,000 to £32,000 per annum | Contract type: | Full Time, one-year fixed term |
| Location: | Valley Central Youth Hub, The Valley, Floyd Road, Charlton, SE7 8BL Plus other local (Greenwich / Bexley) bases | Days and hours of work: | 37.5 hours per week Monday - Friday |
| Document created: | June 2026 | Ref number | CACT/EO/02 |

Purpose of the Role:

Overview

Charlton Athletic Community Trust (CACT) is a pioneering charity aiming to improve the health, wellbeing, educational attainment and employability skills of the local community.

CACT are seeking two enthusiastic, knowledgeable and experienced individuals to deliver a Department for Work and Pensions (DWP) Flexible Support Fund employability programme, focusing on 16–24-year-olds living in Greenwich and Bexley who are Not in Education, Employment or Training (NEET). In collaboration with the DWP, CACT Employability Officer/s will design and deliver a 'Youth Hub' offer to support and guide young people to into Education, Employment or Training opportunities.

Job Purpose

- To work as a member of the 'DWP Youth Hub' project team to engage and enable young people to reach their full potential with education, training and employment opportunities.
- The project will provide one-to-one mentoring sessions with wraparound support.
- The postholder will identify and recruit a caseload of young people to support into and sustain their engagement in Education, Employment and Training.
- The programme will provide an opportunity for young people not in education, training or employment in Greater London area to access training and work experience to enable them to attain the skills and confidence to gain employment.

- The post holder will have a broad range of experience in building relationships with individuals from a range of backgrounds, alongside an ability to build and maintain relationships with employers.
- The post holder will co-ordinate and deliver one to one and group coaching sessions. Sessions will address essential skills for employment and provide practical support, interview coaching, careers information and guidance.
- The post holder will facilitate and / or signpost to wellbeing workshops and physical activity sessions to develop improved mindset, healthy lifestyles, mental health and self-care. Working with multi-agency partners the post holder will seek to identify the barriers that have prevented young people from engaging in education and employment and help them to develop strategies to overcome these challenges

Key Responsibilities (but not limited to):

- To provide one to one and group employability coaching sessions; in the community and online, enabling participants to identify, assess, and address barriers to engaging with education, employment, and training, as well as sourcing the most appropriate support.
- Work with young people to understand their strengths and develop person centred, targeted plans to help them achieve positive outcomes. Create individualised progress plans, which include identification of the wraparound support that needs to be provided (e.g., support to access housing or mental health services).
- Work closely with community groups and agencies such as Skills Academies Hubs, Local Integration Hubs, Job Centre Plus, to identify and recruit young people that would benefit most from the programme.
- Support a caseload and develop, contribute to, and deliver interventions to engage young people in education training and employment.
- To develop relationships with a broad range of internal and external stakeholders to ensure that a suitably diverse life skills and employability offer that meets young people's needs and abilities.
- To work with local key worker support service to address any barriers to inclusion for young people they are working with.
- As required contribute to multi-agency planning and assessments of young people
- To identify meaningful work placement opportunities for young people internally and externally through partnerships with local businesses, and to manage and support work placements through work placement visits
- To maintain oversight of young people participating in work placements to help them settle in, meet the expectations of their employer or training / education provider, perform at their best, and achieve their action plan goals.
- Regularly review and monitor the progress of young people on the programme and guide interventions / wraparound support.
- Maintain a record of distance travelled which demonstrates how far the participant has travelled since joining the project, for example, in terms of personal development, increased confidence, and greater levels of motivation.
- To maintain a working knowledge of education, safeguarding and effective practice in supporting young people into education, training and employment.

- To hold knowledge of the regions in which we work to maintain an up to date working knowledge of education and training providers and employers locally and ensure that young people are referred and supported into appropriate EET provision.
- Compile and submit all required monitoring to colleagues and the DWP on progress of those young people they are working with. Maintain full and accurate case records within appropriate timescales using the case management system.
- Attend training events, supervision meetings and other team, formal and informal meetings as required to contribute to professional, service and self-development.
- Support young person feedback mechanisms in the design of activities and in the continuous improvement of the project.
- To ensure good quality case studies and stories are shared with colleagues to support the promotion of the programmes.
- Fulfil other duties such as are required from time to time.

PERSON SPECIFICATION



Job title: CACT Employability Officer

| Attributes | Essential | Desirable |
|---|--|---|
| <p>Qualifications and experience</p> | <ul style="list-style-type: none"> • Background (demonstrable achievement) and / or qualifications in youth work, mentoring or employability • Experience of working with young people to create and follow action plans • Experience of designing and delivering interventions to address barriers to education, employment and training • Experience of mentoring, using coaching tools, conducting assessments and providing group/individual support | <ul style="list-style-type: none"> • Experience of providing support to young people with complex needs in both one-to-one and group settings • Experience of advocating on behalf of young people • Experience of coordinating services for young people • Experience of Job brokerage/matching • Good IT skills, particularly Microsoft Excel, and Outlook • A high level of organisational skills with the ability to schedule and review work effectively and balance conflicting demands |
| <p>Skills, ability & knowledge</p> | <ul style="list-style-type: none"> • Effective and creative engagement skills with young people • Ability to review, monitor and evaluate casework and address relevant issues to ensure effective outcomes • Knowledge and understanding of and commitment to anti-discriminatory practice | <ul style="list-style-type: none"> • High levels of emotional intelligence and empathy • To be flexible in the hours of work, including evenings and weekends |
| <p>Personal qualities</p> | <ul style="list-style-type: none"> • Passionate about people and have a genuine respect for views, talents and expertise of others • Lead by example and act with integrity at all times • Ability to innovate and inspire with a willingness to take calculated risks and challenge the norm. • Committed to continuous improvement, strive to deliver the best possible outcomes | |

APPLICATIONS

CACT is committed to safeguarding and promoting the welfare of children. Any job offer is subject to satisfactory employment references and Disclosure and Barring Service (DBS) check.

Application forms are available from: <https://hr.breathehr.com/v/employability-officer-47271>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role, along with an equal opportunities monitoring form and a DBS form.

Please note: CVs will not be considered.

Closing date for applications: 1st July 2026

(Midday)

Interviews: Week commencing the 6th July 2026