



Rotherham United Football Club
Community Sports Trust

JOB DESCRIPTION

Title: National Citizen Service (NCS) Assistant Officer

Employer: Rotherham United Community Sports Trust

Duration: Permanent

Hours: 37 hours a week including some evenings, weekends and holidays (inc residential weeks)

Salary: £16000 - £18000 (Subject to experience)

Responsibility to: RUFC Head of Community / NCS Project Manager

Responsibility for: NCS Administration Support

Main purpose of the post:

Rotherham United Community Sports Trust is seeking to appoint an enthusiastic, charismatic and dedicated National Citizen Service (NCS) Assistant Officer to organise and deliver our 2016/17 NCS project for young people aged 16-17 in the Rotherham area.

NCS operates all year round with the residential waves in the Summer Spring and Autumn. NCS provides its participants with the chance to experience life away from home. NCS is a fun, action packed programme that give young people the opportunity to meet new people and make new friends whilst doing something truly inspiring with their summer. This gives young people the opportunity to learn valuable life skills that will help nurture their transition into adult life

NCS is a voluntary four – week programme for 16-17 year olds that will promote:

- A more cohesive society by mixing participants of different backgrounds
- A more responsible society by supporting the transition into adulthood for young people
- A more engaged society by enabling young people to work together to create social action projects in their communities. (For more information visit <http://www.ncsflt.co.uk/>)

RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate

Specific Duties:

1. To support the Planning & Implementation of the National Citizen Service (NCS) project whilst also leading on the residential and social action elements of the project
2. To provide reports as appropriate.
3. To market the NCS opportunity through schools and colleges; use of existing forums and mechanism – eg, match day programmes, websites and on-going youth activities; and identification of innovative ways to attract young people.
4. To recruit young people on to the local programme using a variety of mechanisms including presentations.
5. To recruit appropriate staff and volunteers to deliver the programme, including a group of youth volunteers to act as Ambassadors for the NCS programme.
6. To book all necessary venues and arrange other resources needs – for example residentials, transportation and equipment/kit.
7. Engagement with local volunteer centre, community groups and charities for social action project opportunities.
8. To work alongside the football club to promote health, education and inclusion in a positive way to the wider community. To liaise with Rotherham United Football Club in order to utilise club resources such as player appearances and marketing
9. To undertake outreach in the community to engage hard to reach young people and those whose first language is not English
10. To create signposting links to other Education and volunteering provisions for young people
11. To attend related networks, meetings and NCS events, supporting partnership and sharing good practice.
12. To liaise with a range of key stakeholders such as schools and parents to ensure effective engagement and participation in NCS.
13. To draw down additional funding to increase and enhance the project activities
14. Keep accurate up to date filing systems, data and records relating to health projects
15. To undertake project evaluation and monitoring as required
16. To support the marketing and promotion of NCS related activities
17. To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Special conditions:

Committed to continued professional development and willing to undertake training relevant to the post.

The post holder will be required to work evening and weekends as the requirements of the job demands

To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Be an experienced coach, qualified teacher or youth working with management experience, driving license.

Experience of engaging with and delivering activities to people with Disabilities

A sound working knowledge of the barriers people with disabilities face and the practical means in which these can be overcome.

A history of working with young people who have behavioral difficulties

A knowledge of how to market activities to young people would also be advantageous

A full and clean UK driving license

Car owner

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications and Experience	
Essential	Graduate or Graduate Calibre Knowledge of youth work Full and clean UK Driving Licence Car Owner
Desirable	Mini Bus Licence Outward bound related qualifications Marketing & Media Skills Film and Photography Skills (To include Editing knowledge) FA Level 1 & 2 qualification
2. Experience	
Essential	Must have relevant experience. This will include coaching, teaching or mentoring within a sport or youth environment and some management skills. Working within partnership and multi- agency programmes. Activity planning, project management and staff management. Experience of delivering projects relating to sport and outward bound activities. Experience of working in an environment with young people. A proven track record of successful project implementation and administration. A proven track record of working with external partners. A proven track record of marketing and sales.

	<p>A proven ability to work under pressure to tight deadlines.</p> <p>Examples of self-motivation and the ability to work on own initiative.</p> <p>Excellent communication skills including written, telephone and interpersonal skills.</p> <p>Proven planning and organisational skills.</p> <p>Excellent attention to detail.</p> <p>Experience of writing reports and coordinating a Monitoring and Evaluation system.</p> <p>Line management and supervisory experience</p> <p>Ability to manage large projects and activities that involve young people's participation</p> <p>Good networking and facilitating skills</p> <p>Ability and willingness to work outside normal hours, including evenings, weekends and residential weeks</p>
<p>Desirable</p>	<p>Experience of applying and accessing external funding.</p> <p>Working within a Professional Football Club environment.</p> <p>Good understanding of the NCS programme</p>