

## Rotherham United Community Sports Trust

### JOB DESCRIPTION

<b>Job Title</b>	NCS Co-ordinator
<b>Reports to</b>	NCS Manager and NCS Senior Co-ordinator
<b>Department</b>	NCS
<b>Salary</b>	£18,500 – £21,500 per annum (Subject to experience and qualifications)
<b>Hours</b>	This is a full time role of 37 ½ hours per week requiring flexibility to work some evenings, weekends and match days as required
<b>Job Purpose</b>	The NCS Co-ordinator is a crucial role within the NCS department and you will support in the planning and delivery of the National Citizen Service (NCS) programme. You will work closely with the NCS Manager and NCS Senior Co-ordinators to support in the borough wide recruitment of young people as well as the delivery of pre-programme retention events, on-programme activities and post-programme engagement.
<b>Contract Details</b>	<ul style="list-style-type: none"> <li>• Full Time, Permanent</li> <li>• Auto-enrolment into the Club's pension scheme (depending on eligibility)</li> <li>• 28 days annual leave including public holidays</li> </ul>
<b>Closing date</b>	Friday 18 <sup>th</sup> June 2021, 12noon
<b>Interview date</b>	To be confirmed

#### About the Organisation & NCS Programme

Rotherham United Community Sports Trust (RUCST) work alongside Rotherham United Football Club to bring a better standard of living to various groups across the borough of Rotherham.

Rotherham United Community Sports Trust is a community development programme that works in deprived areas with different communities and age groups, delivering under the four main themes of the English Football League Trust: Education, Health & Wellbeing, Inclusion and Sport Participation.

The National Citizen Service (NCS) is a government funded programme which provides a once in a lifetime experience to 15-17 year olds. The aim of the programme is to promote a more cohesive, responsible and engaged society. It is a fun, action packed programme that gives young people the opportunity to meet new people and make new friends whilst doing something truly inspiring with their summer or autumn.

The NCS Programme is focused on 4 key outcomes for the young people that participate:

- Social mixing: improving attitudes towards others from different backgrounds, strengthening and broadening social and support networks.
- Community involvement: increasing willingness to engage and help out, acknowledge and develop an awareness of influence in their local communities.

- Teamwork, communication and leadership: increasing confidence in meeting new people, putting forward new ideas, and trying new things.
- Transition: facilitating their transition to adulthood and improving attitudes towards work, education and training.

### **Role and Responsibilities:**

To support in the planning and delivery of the National Citizen Service (NCS) programme across the borough of Rotherham.

- To market and promote the NCS opportunity through schools and colleges; use of existing forums and mechanism – e.g., match day programmes, websites and on-going youth activities; and identification of innovative ways to attract young people.
- To recruit young people onto the NCS programme using a variety of mechanisms including presentations, social media, image/video content and marketing.
- To promote the work of the department through a variety of platforms including press releases and online.
- To undertake outreach in the community to engage vulnerable and challenging young people and those whose first language is not English.
- To support all administrative and monitoring processes relating to NCS, ensuring all data is recorded accurately on the CRM (salesforce system) and stored safely in accordance with GDPR guidelines.
- To support in the planning and delivery of pre-programme retention and post-programme engagement events/activities to young people involved in our NCS programme.
- To support with the seasonal recruitment of staff to cover NCS programmes including attending recruitment assessment days and conducting interviews.
- To go on-programme (including residential) as a Team Leader/Cohort Leader, delivering/overseeing the delivery of the NCS programme to young people and ensuring all health & safety and safeguarding needs are met and adhered to.
- To attend related networks, meetings and NCS events, supporting partnership and sharing good practice.
- To undertake programme evaluation and provide monitoring/produce reports as appropriate.
- To deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- To undertake other duties, training and /or hours of work as may be reasonably requested by members of management and which are consistent with the general level of responsibility of this job.

## Person Specification

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. On your application form please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form;** this may involve tests, presentations, interview etc.

<b><u>Experience</u></b>	Minimum of 1 years' experience working with young people in a youth setting (E).	Application
	Experience and knowledge of NCS programme (D)	Application & Selection
	Experience of developing and delivering recruitment presentations and activities to small and large groups of young people (E).	Application & Selection
	Experienced in handling confidential information and inputting said data onto CRM systems/online databases/spreadsheets, safely storing such data after use in accordance with GDPR regulations (E).	Application & Selection
	Experienced in the promotion of initiatives/events - both public and online (E).	Application
	Experience of organising resources in preparation for event/activity delivery (E).	Application
	Experience of working in a residential setting with young people, ensuring the implementation of safeguarding and health and safety (E).	Application
	Experience of working as part of a team demonstrating your commitment to achieving team targets (E).	Application
	Ability to work to deadlines and keep calm under pressure (E).	Application
	Experience of working with young people from diverse communities with behavioral issues (D).	Application
<b><u>Qualifications &amp; Training</u></b>	GCSE Maths and English Grade C or above (E)	Application
	Youth Work Qualification Level 2 or above (D)	Application
	FA Level 2 coaching qualification (D)	Application
	A full and clean UK driving licence and access to own vehicle (E)	Application



### **General Duties & Accountabilities**

To support RUCST and Rotherham United FC in their aims and objectives at all times  
To ensure compliance with all relevant Club policies, including health and safety policies  
To ensure compliance with all relevant legal, regulatory, ethical and social requirements  
To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCST and Rotherham United FC  
To keep confidential any information gained regarding the Charity, Club and its personnel  
To maintain a flexible approach to work at all times  
To undertake other duties and responsibilities as required from time to time  
Promote equal opportunities in recruitment, delivery and overall assessment  
Ensuring that all contact with and arrangements for young people and their welfare is safeguarding and promoted

### **Safeguarding Statement and Requirements**

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.*

*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*

### **Criminal Records Disclosures**

*We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.*