



**JOB
SPECIFICATION FORM**

NCS MANAGER

Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to **ENGAGE, INSPIRE** and **DEVELOP** the communities of Rotherham for a long-lasting impact on future generations.

Our Values

Passion: Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

Understanding: People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and perform to the highest levels whilst respecting the people we serve and the organisation we represent.

Respect: We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

Fun: Through new experiences and having fun we come together in everything we do.

JOB VACANCY

NCS MANAGER

Job Title:	NCS Manager
Reports to:	Youth Engagement Manager
Department:	NCS
Salary:	£25,000.00 – £28,500.00
Hours:	This is a permanent role of 37.5 hours per week requiring flexibility to work evenings, weekends and match days as required.
Job Purpose:	The NCS Programme Manager is responsible for managing the delivery of a high quality, safe and to specification programme for Rotherham United Community Sports trust. Responsibilities extend to the management of operational and administrative staff, oversight of health and safety and safeguarding matters as well as operational deployment and incident management. The role will be the key liaison between RUCST and the commissioning body, The EFL Trust.
Contract Details:	37.5 hrs, Permanent Auto-enrolment into the Club's pension scheme (depending on eligibility) 28 days annual leave including national bank holidays

Rotherham United Community Sports Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Youth Engagement Team.

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.

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.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCST will assist with the application for, and pay for the process of, a new DBS for staff members where required.

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.

[Equal Opportunities](#)

JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- To develop and implement a project, recruitment and community engagement strategy to recruit and retain young people onto the NCS programme.
- To achieve weekly and monthly targets as set out by the contract managing partner and/or Funding Organisation.
- Review recruitment data to monitor performance against overall targets and to identify and adjust approach where performance is under agreed targets.
- To develop and manage relationships with key stakeholders including EFL Trust, NCS Trust, schools, colleges, local authority and voluntary sector organisations.
- Meet regularly with appointed EFL Trust Performance Manager to review current performance across all aspects of the NCS programme
- To understand and manage performance against contractual KPIs
- Develop partnerships that support recruitment and delivery of the NCS programme
- To line manage and support the NCS team, setting, reviewing and monitoring team and individual targets and objectives in line with those flowed down by the Managing Partner and/or Funding Organisation
- Manage the requirements of the contract and communicate these to the NCS staff team.
- Management of the programme expenditure and budgets
- Be responsible for the safeguarding of the young people, both participating and working on programme and be responsible for incident management
- Ensure appropriate Risk Assessments are undertaken and be responsible for programme Health and Safety matters
- To be the main point of contact for both NCS Trust and EFL Trust Health and Safety or Quality Assurance visits
- Attend regional and national meetings and contribute to best practice sharing across the EFL Trust network.
- Identify key areas of best practice and areas for development within your own NCS delivery to ensure the continuous improvement of the NCS programme
- Ensure the NCS programme achieves the customer satisfaction score benchmark as set by the funding body.
- Lead on the development of the NCS programme delivery timetable, ensuring all submission deadlines are adhered to.
- Ensure the Programme Quality Framework and agreed timetable is embedded throughout the NCS delivery.
- Oversee the recruitment and training of seasonal delivery staff ensuring contractual safer recruitment is adhered to and that the staff are performance managed and supported.

PERSON SPECIFICATION

- Proven project management experience.
- People management experience, management of a multi-disciplined team in a youth work environment.
- Experience and/or knowledge of Secondary /Higher education sector
- Practical experience of managing information operating systems and the ability to interrogate data from a CRM system.
- A proven track record of managing relationships and partnerships and the ability to communicate with people at various levels.
- An understanding of safeguarding and health and safety in a youth work setting.
- A proven ability to work to under pressure to tight deadlines.
- A commitment to supporting young people, and the principles of equality and diversity
- Self-motivated and the ability to work on own initiative.
- Excellent communication skills including written, telephone and interpersonal skills.
- Proven planning and organisation skills.
- IT literate with emphasis on Microsoft and Google packages.

ADVANTAGEOUS

- A knowledge and understanding of the NCS programme.
- Experience of working with young people, particularly 15-17 year olds.
- Relevant degree or Project Management qualification.
- Experience with Salesforce or other CRM or database which manages people and project information
- An understanding of the issues faced by young people.

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 such as matchdays & evening/weekend coaching.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarding and promoted.
- Contribute to quality assurance within the curriculum delivered.
- Act as a mentor to participants ; supporting them to achieve their goals and potential.

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Rotherham United Community Sports Trust

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