



**JOB
SPECIFICATION FORM**

NCS COORDINATOR

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 COORDINATOR

Job Title:	NCS Coordinator
Reports to:	NCS Manager
Department:	NCS
Salary:	£18,500.00-£21,000.00
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 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.
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 NCS 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 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

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork
- Ability to communicate with people from all backgrounds
- Ability to build and maintain positive relationships with people
- Focused on achievement, targets and continuous improvement
- Demonstrate a high degree of flexibility and confidentiality
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Competent IT skills

MANAGING PARTNERSHIPS AND CONTRACTS

- Maintain and build positive relationship with key partners and stakeholders

EXPERIENCE

- 2 years Lead Youth Engagement / NCS Worker experience
- Experience of monitoring & evaluation of projects
- Completing schemes of works and lesson plans
- Developing innovative training sessions to inspire and engage
- 2 years track record of working within the football, sport or health industry

QUALIFICATIONS

- Full driving licence and the use of a vehicle
- Level 3 youth worker qualification
- Basic First Aid training/qualification
- Safeguarding certificate
- PTTLs or level 3 award in Education and Training or PGCE (Desirable)

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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PERSONAL SPECIFICATION

Qualifications		Essential	Desirable
1	Appropriate experience or degree in Youth Work		✓
2	Minibus driving licence		✓
3	Full driving licence and the use of a vehicle	✓	
4	Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
5	Valid Safeguarding Training Certificate	✓	
6	Valid First Aid Certificate	✓	
Skills, Knowledge & Experience			
7	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	✓	
8	Minimum of 1 years' experience working with young people in a youth setting	✓	
9	Experienced in the promotion of initiatives/events - both public and online	✓	
10	Experience of organising resources in preparation for event/activity delivery	✓	
11	Experience of working in a residential setting with young people, ensuring the implementation of safeguarding and health and safety	✓	
12	Experience of working as part of a team demonstrating your commitment to achieving team targets	✓	
13	Ability to work to deadlines and keep calm under pressure	✓	
14	Experience and knowledge of NCS programme	✓	
15	NVQ Level 3 Youth Worker Qualification	✓	
16	FA Level 2 Coaching in Football, Futsal or other sports Qualification		✓
17	Experience of developing and delivering recruitment presentations and activities to small and large groups of young people	✓	
18	Knowledge of how to give positive and targeted support to participants who require special educational needs		✓
19	Determination to encourage the highest quality of learning experience for all students	✓	
20	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
21	Excellent overall level of numeracy and literacy	✓	
22	Experience of Premier League, Football League or Sport England funded projects		✓
23	An understanding and knowledge of Rotherham United Community Sports Trust and the Education Academy		✓
Attitude/Behaviours			
24	A "can do" attitude	✓	
25	Presents solutions rather than problems	✓	
26	Ability to establish good and productive working relationships, and work well in a team	✓	
27	Innovative and flexible approach to supporting individual students	✓	
Personal Qualities			
28	A dynamic, hardworking and enthusiastic individual	✓	
29	Be able to enthuse learning within a wide range of ages and abilities	✓	
30	Excellent interpersonal and communication skills	✓	
31	Proactive attitude within the role	✓	
32	Excellent written and analytical skills	✓	
33	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
34	Highly organised and able to manage multiple tasks	✓	
35	Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
36	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
37	Flexibility and willingness to learn	✓	
38	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
39	Ability to work unsupervised	✓	
40	Ability to respect confidentiality and professionally on particular issues	✓	

Rotherham United Community Sports Trust

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