



Rotherham United Community Sports Trust

JOB DESCRIPTION

Job Title	NCS Senior Co-ordinator
Reports to	RUCST Head of Community / NCS Manager
Department	NCS
Salary	£21,000 - £23,000 dependant on qualifications and experience Not including unsociable hours pay on residential
Hours	This is a full time role of 37.5 hours per week requiring flexibility to work evenings, weekends and match days as required.
Job Purpose	The NCS Senior Co-ordinator is a pivotal role within the NCS department and you will support in the planning, co-ordination and implementation of the National Citizen Service (NCS) programme across Rotherham. You will work closely with the NCS Manager, co-ordinating borough wide recruitment of young people and staff as well as planning and delivering pre-programme retention events, on-programme activities and post-programme engagement. You will also be responsible for line-managing other NCS team members including co-ordinators and administrators (at present this stands at four).
Contract Details	<ul style="list-style-type: none">• Full Time, Permanent• Auto-enrolment into the Club's pension scheme (depending on eligibility)• 28 days annual leave including public holidays
Closing Date	Friday 8 th November 2019
Interview Date	TBC

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 the planning, co-ordination and implementation of the National Citizen Service (NCS) programme across the borough of Rotherham.
- To assist in the line management and delegation of tasks to the wider NCS team including coordinators and administrators (current team of 4).
- 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 liaise with a range of key stakeholders such as schools and parents to ensure effective engagement and participation in NCS.
- To recruit young people onto the NCS programme using a variety of mechanisms including presentations.
- To undertake outreach in the community to engage vulnerable and challenging young people and those whose first language is not English
- To plan and deliver pre-programme retention and post-programme engagement events/activities to young people involved in our NCS programme.
- To visit residential and social action venues to assess their quality, capacity and layout in regards to accommodating young people on our programme.
- To book transport, venues and external programme providers as well as other resources needed such as equipment/kit to support programme delivery.
- To engage with local charities and community groups to strengthen social action project opportunities.
- To lead on and support with the seasonal recruitment of staff to cover NCS programmes including attending recruitment assessment days and conducting interviews.
- To draw down additional funding to increase and enhance programme activities.

- To attend related networks, meetings and NCS events, supporting partnership and sharing good practice.
- To provide reports as appropriate.

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 (E)** 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 (D) 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.

Experience	1) Minimum of 2 years' experience working with young people in a youth setting (E).	Application
	2) Experience of developing and delivering recruitment presentations and activities to small and large groups of young people, adults, parents and professional personnel (E).	Application and Selection
	3) Experience of planning and implementing large scale programmes, projects or events in a paid or voluntary setting for young people from first concept to finished product (E).	Application and Selection
	4) A proven track record of working in partnership with a range of agencies and key stakeholders, in particular, education, youth groups and young peoples' services (E).	Application
	5) Experience of organising resources and establishing team priorities (E).	Application and Selection
	6) Experience of working in a residential setting with young people, ensuring the implementation of safeguarding and health and safety (E).	Application and Selection
	7) Experience of working flexibly as a member of a management team with minimum supervision, including the ability to work to tight deadlines, remain calm under pressure and work off of own initiative (E).	Application
	8) Experience of line managing or supervising staff (E).	Application

	<p>9) Demonstrate achievement in working with young people and an understanding of the needs and challenges faced by young people (E).</p> <p>10) Experience of working with young people from diverse communities with behavioural issues (D).</p>	<p>Application</p> <p>Application</p>
Education and Training	<p>11) GCSE Maths and English Grade C or above (E)</p> <p>12) Youth Work Qualification (D)</p> <p>13) FA Level 2 coaching qualification (D)</p> <p>14) A full and clean UK driving licence and access to own vehicle (E)</p> <p>15) Basic First Aid training/qualification (E)</p> <p>16) Safeguarding Certificate (D)</p> <p>17) Other sports coaching qualifications (D)</p> <p>18) Committed to CPD and self-improvement (E)</p>	<p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application and Selection</p>
Specialist Knowledge and Skills	<p>19) Demonstrate a calm and highly organised approach to planning, developing, communicating and implementing efficient systems to organise resources and a team to deliver programmes or services to deadlines (E).</p> <p>20) Demonstrate your ability to present information, including recruitment focussed material, to a range of audiences including young people, parents/carers, organisation partners and professionals using a variety of methods/platforms (E).</p> <p>21) Understanding of the social and environmental factors affecting young people engagement/participation (E).</p> <p>22) Demonstrate an understanding of and ability to implement Health and Safety in the work place and Safeguarding to activities involving young people (E).</p> <p>23) Demonstrate an understanding of the importance of equality and diversity to RUCST as an employer and service provider (E).</p> <p>24) Excellent communication skills including written, telephone and interpersonal with a range people from different backgrounds (E).</p> <p>25) Ability to work as part of a team with a 'can do' and a willingness to work unsociable hours (including evenings and weekends) (E).</p> <p>26) Focused on achievement, targets and strive for continuous improvement (both as a team and on a personal level) (E).</p> <p>27) Excellent IT skills including word, excel and PowerPoint (E).</p>	<p>Application and Selection</p> <p>Application and Selection</p> <p>Application</p> <p>Selection</p> <p>Selection</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application and Selection</p>

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 participants and their welfare is safeguarding and promoted
- Contribute to quality assurance with Rotherham United Community Sports Trust

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.

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.

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.