



Job Description

Title: NCS Programme Manager

Salary: £22,000 per annum

Type of Contract: Full Time – 1 Year Rolling Contact (Based on successful delivery and repeat funding of the programme)

Reporting to: Head of Foundation

Location: Wakefield, West Yorkshire

Hours: 37.5 hours a week – including some evenings, weekends and holidays (inc residential weeks)

Closing Date: Monday 16th August 2020

How to Apply: Please send CV and Cover Letter titled NCS Manager by email to craig.shepherd@wakefieldtrinity.com

Job Summary (The main purpose of the job)

Wakefield Trinity Community Foundation is the award-winning, official charity of Wakefield Trinity Rugby League Club and is seeking to appoint an enthusiastic, charismatic and dedicated NCS (National Citizen Service) Programme Manager to organise and deliver our NCS project for young people aged 15-17.

This post involves leading, managing and delivering on all aspects of the National Citizen Service project. The role will include regular liaison with schools and colleges across Hyndburn and requires line managing all staff within this project.

The successful candidate must have project management experience and have work experience of working in a youth or community setting.

NCS is a voluntary programme for 15 to 17-year-olds (Y11/12) 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.wearencs.com>)

There is a minimum requirement for the holder to have a full valid UK driving licence with business insurance as travelling across Wakefield (for programme) and other regions (for regional/national training) will be a large part of this role.



Main Duties

- To Plan, Implement and Manage the National Citizen Service (NCS) project whilst also leading on the residential and social action elements of the project
- To be the main contact with EFLT Performance Management Partner and to provide reports as appropriate whilst working to tight deadlines.
- To market 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 sell the scheme to partners and recruit young people on to the local programme using a variety of mechanisms including presentations, social activities and innovative ways to engage the target group.
- To have a proven track record of project management (minimum of 2 years' experience).
- To recruit appropriate staff and volunteers to deliver the programme, including a group of youth volunteers to act as Ambassadors for the NCS programme.
- To book all necessary venues, activities and arrange other resources needs – for example Residential Centres, transportation and equipment/kit.
- Engagement with local volunteer centres, community groups and charities for social action project opportunities.
- To work alongside key stakeholders to promote health, education and inclusion in a positive way to the wider community. To liaise with Accrington Stanley FC in order to utilise club resources such as player appearances and marketing
- To undertake outreach in the community to engage hard to reach young people and those whose first language is not English
- To create signposting links to other Education and volunteering provisions for young people
- To attend related networks, meetings and NCS events, supporting partnership and sharing good practice.
- To liaise with a range of key stakeholders such as schools and parents to ensure effective engagement and participation in NCS.
- Keep accurate up to date filing systems, data and records relating to the programme
- To undertake project evaluation and monitoring as required
- To support the marketing and promotion of NCS related activities
- 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.

Person Specification

Qualifications and Experience

- Graduate or Graduate Calibre.
- Experience and knowledge of youth and community work.
- Full and clean UK Driving Licence with own car.
- At least 2 years project Management experience.



Desirable

- Outward bound related qualifications
- RFL/FA Level 2 coaching qualification or similar

Experience

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

To apply for this role please email a CV with a covering letter by **5.00pm on Sunday 16th August 2020** to craig.shepherd@wakefieldtrinity.com

Shortlisted candidates will be invited to attend an interview week commencing **17th August 2020**.

In your covering letter you should draw on all relevant aspects of your experience, including paid employment and/or voluntary work and training to show how your skills, experience and personal qualities match the requirements of this job, which are set out on the above job description.

Wakefield Trinity Community Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to DBS checks. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. Two references will also be required. Applicants will, in addition be expected to undertake training appropriate to the role.