



# Community and Education Trust

<b>Organisation</b>	Preston North End Community and Education Trust Preston North End Football Club	
<b>Position</b>	NCS Co-ordinator	<b>Job Reference: 1087</b>
<b>Salary</b>	£20,000 - £22,000	
<b>Benefits</b>		
<b>Location</b>	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
<b>Employment</b>	Full Time	
<b>Closing Date</b>	5pm Sunday 16 <sup>th</sup> August	

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a dedicated and experienced NCS Coordinator to support with the delivery of its National Citizen Service Programme.

The NCS Coordinator will take a leading role in maximising the NCS programme, be a key member of the NCS team and will play a significant role in the delivery of the NCS programme.

The main responsibilities are to oversee and develop the NCS programme, ensuring all aspects of the programme are a success, in turn making sure NCS is a life changing experience for the young people on the programme. The role also requires team leadership to ensure the progress of the programme continues and targets are met. The NCS Co-ordinator will also be tasked with expanding and diversifying our programme by exploring new and existing partnerships within the city of Preston.

#### **How to apply:**

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to [jobs@pne.com](mailto:jobs@pne.com) with subject title Reference '1087' or post to:

F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU

#### **Interview dates:**

Thursday 20<sup>th</sup> August

\*Due to the availability of the interview panel, no additional times can be made available for interviews.

<b>JOB DESCRIPTION</b>		
<b>1.</b>	<b>Job Title</b>	NCS Coordinator
	<b>Salary / Benefits</b>	£20,000 - £22,000 plus expenses, pension, company laptop, company mobile phone, and use of company vehicle when required.
	<b>Hours of Work</b>	<p>You will have a standard working week of a 37.5 hours. However, as a member of the NCS Team you may need to go above and beyond at times to meet the needs of the role.</p> <p>The role will include working some home match days as part of the community match day co-ordination.</p> <p>The role will also include a significant amount of residential/overnight stays throughout the year, during the NCS programmes being delivered.</p>
	<b>Location</b>	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	<b>Responsible To</b>	Community Partnerships Manager
	<b>Responsible For</b>	NCS Officer
	<b>Employment Type</b>	Full Time
	<b>Overall purpose of the Job</b>	<p>The NCS Coordinator will take a significant leading role in maximising the NCS programme, be a vital member of the NCS team, and will play an important role in the delivery of the NCS programme.</p> <p>You will be responsible for the planning, delivery and development of the NCS programme on both a practical and logistical level, using innovative ways to ensure the success of the programme.</p> <p>You will need to be confident, quick thinking and comfortable in taking a leading role on the NCS programme, often delivering in front of large groups of young people. You will work closely with the NCS Officer, ensuring the programmes are planned meticulously; achieving all requirements set out by the NCS Trust guidelines whilst continuing to build relationships with other organisations across Preston and the surrounding areas, allowing recruitment targets to be met.</p>
<b>3.</b>	<b>Duties and Responsibilities</b>	<p>Build awareness of the NCS programme, amongst 16 and 17-year-old students across secondary schools, sixth forms, colleges and youth groups through assemblies, group work and other events.</p> <p>Engage and recruit eligible young people onto all NCS programmes.</p> <p>Assist young people and their parents/guardians throughout the process from initial application to the start of the activities through to completion of the programme. This will include parent's evenings, written communication,</p>

	<p>telephone calls and some home visits to more vulnerable young people who may need the support.</p> <p>To identify and link with our key programme partners to secure practical support for residential weeks and social action weeks. Link with local universities, colleges and youth organisations to identify, recruit and train cohort mentors to deliver the structured activities.</p> <p>Continue the positive and successful relationships with the English Football League Trust, The Growth Company and the NCS Trust, ensuring all administrative duties are completed in a timely manner and submitted to a professional standard.</p> <p>Establish an innovative and co-ordinated timetable of activities for each group of 15 young people, ensuring the programme hits all requirements set out.</p> <p>To maintain good rapport and discipline among the young people involved and safeguard both their health and safety both when they are on the Trust premises and when they are engaged in activities elsewhere.</p> <p>Line manage the NCS Officer to successfully fulfil their aims and objectives throughout their role. This includes regular reviews, giving feedback and supporting the NCS Officer throughout.</p> <p>To act in accordance with Trust corporate objectives and policies and seek to promote them.</p> <p>To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the young people on programme.</p> <p>Be a passionate advocate for all PNECET projects</p>
<p><b>4. General</b></p>	<p>To at all times represent Preston North End Community Trust and Preston North End Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible hours when and where the role requires including evenings, weekends, home match days and residential/overnight stays.</p>

PERSON SPECIFICATION	DESCRIPTION
<p><b>1. Qualifications</b></p>	
<p><b>Essential</b></p>	<p>A degree in a relevant subject such as Youth Work, Sport or Community Development.</p>

	<p>Five GCSE's at grade C or above</p> <p>Safeguarding</p> <p>First Aid</p> <p>Full driving licence with access to own transport, including business insurance</p>
<b>Desirable</b>	A relevant qualification in Youth Work, Health and Social Care or equivalent.
<b>2. Experience/Skills/Abilities</b>	
<b>Essential</b>	<p>Experience of working on the NCS programme.</p> <p>Knowledge and understanding of the NCS programme.</p> <p>Experience of working on youth diversionary projects, including experience of working with hard to reach young people.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to think clearly, creatively, and resourcefully.</p> <p>A high degree of flexibility and confidentiality is needed.</p> <p>Have skills to plan and organise information effectively.</p> <p>Competent IT skills.</p> <p>Working within partnership and multi-agency programmes.</p> <p>Ability to work independently and collaboratively as a member of a team.</p> <p>Knowledge and understanding of safeguarding children and vulnerable adults.</p> <p>Ability to support young people and maintain positive relationships with them.</p> <p>Willingness to complete NCS online training modules, first aid and safeguarding workshops.</p>
<b>Desirable</b>	<p>Experience of managing a team of staff.</p> <p>Knowledge of the charitable sector.</p> <p>An understanding of Preston and the surrounding geographical area.</p> <p>Understanding of current issues that are affecting young people.</p> <p>A broad knowledge of barriers that young people may face and strategies to address where appropriate.</p>

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

### **Safeguarding Statement**

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Disclosure and Barring Service check (DBS).

### **General Information**

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.