



# Community and Education Trust

<b>Organisation</b>	Preston North End Community and Education Trust Preston North End Football Club	
<b>Position</b>	NCS Officer	<b>Job Reference: 1086</b>
<b>Salary</b>	£18,000 - £20,000	
<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 NCS Officer to support with the delivery of its National Citizen Service Programme.

The NCS Officer will be a member of the NCS team and will play a vital role in the delivery and success of the National Citizen Service Programme. The main responsibilities are to plan and deliver a number NCS initiatives and programmes throughout the year, ensuring the programme continues to thrive and meet all targets.

**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 '1086' or post to:

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

**Interview dates:**

Friday 21<sup>st</sup> August

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

<b>1.</b>	<b>Job Title</b>	NCS Officer
	<b>Salary / Benefits</b>	£18,000 - £20,000 – 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>	NCS Co-ordinator
	<b>Responsible For</b>	N/A
	<b>Employment Type</b>	Full Time
	<b>Overall purpose of the Job</b>	<p>Working closely with the NCS Co-ordinator you will support the planning, delivery and development of the NCS programme.</p> <p>You will be responsible for planning innovative and holistic activities to engage young people in the programme, using assemblies and presentations to recruit young people, and finding ways to developing new partnerships whilst maintaining existing ones, allowing the successful growth of the NCS programme to continue.</p> <p>You will need to be comfortable working directly with young people, delivering both presentations and activities to potentially large groups, and confident in taking a vital role once out on delivery of the NCS programme.</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, telephone calls and some home visits to more vulnerable young people who may need the support.</p> <p>Work as Wave Leader during NCS programmes, supporting team leaders where needed.</p> <p>To maintain a good rapport and discipline among the young people involved and safeguard their health and safety both when they are on the trust premises and when they are engaging in activities elsewhere.</p>

		<p>To act in accordance with Trust corporate objectives and policies and seek to promote them.</p> <p>Be a passionate advocate for all PNECET projects.</p>
<b>4. General</b>		<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>

<b>PERSON SPECIFICATION</b>	<b>DESCRIPTION</b>
<b>1. Qualifications</b>	
<b>Essential</b>	<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>Knowledge of working on the NCS programme.</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>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>Previous experience of working on the NCS programme.</p> <p>Experience of working on youth diversionary projects, including experience of working with hard to reach young people.</p> <p>Previous experience of working on residential programmes for young people 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>
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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.