



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	NCS Coordinator (x2 posts available) (National Citizen Service)	Job Reference: PNE1027
Salary Benefits	£17,000-£19,000 + expenses, pension, company laptop, company mobile phone, company iPad and use of company pool car when required	
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Employment	Full-time	
Closing Date	Monday 9 th October 2017	

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint an enthusiastic and dedicated NCS Coordinator to deliver our NCS project for young people aged 16-17-years-old across Preston and parts of Lancashire.

NCS is a voluntary programme for 16-17 year olds 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.

The key role of the coordinator is to support the Strategic Manager in the successful delivery of the programme. This includes operational support in recruiting young people from local schools and colleges, planning and attending residential activities and working with the young people through their social action project.

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 with subject title Reference 'PNE1027' or post to:

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

Interview dates:

Interviews will take place on Friday 13th October 2017

Please note that due to the nature of the work the department undertakes, the role will be subject to two satisfactory references and enhanced DBS checks.

NCS Coordinator

Job Description \ Person Spec
PNE Community and Education Trust
Preston North End FC



JOB DESCRIPTION		
1.	Job Title	NCS Coordinator
	Salary / Benefits	£17,000-£19,000 + expenses, pension, company laptop, company mobile phone, company iPad and use of company pool car when required.
	Hours of Work	<p>You will have a standard working week of a minimum of 37.5 hours. You will be required to work some of these hours outside of normal office hours; at evenings, weekends and bank holidays. Please note this role will include residential based trips.</p> <p>The role will also include working some home match days as part of the matchday coordination and to promote opportunities for your programme.</p> <p>Time off in lieu and flexible working hours will be arranged at the descretion of your line manager for hours worked above this time, although a degree of overtime is expected within the role.</p>
	Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	Responsible To	NCS Strategic Manager
	Responsible For	Team Leaders and Assistant Team Leaders
	Employment Type	Full Time
2.	Overall purpose of the Job	<p>The successful candidate will deliver all aspects of the NCS programme at an operational level. This includes working with our local schools and colleges to build a relationship, working directly with young people to support and make their experience fun and memorable and providing office support for the NCS Logistics Manager.</p> <p>As part of this role, you will need to work with and lead temporary team leader staff, school/college teachers and assistants whilst on the programme.</p>

3. Duties and Responsibilities	<p>To recruit participants for the NCS programme.</p> <p>Plan and organise NCS stages including residentials, Social Action Projects and other related activities.</p> <p>Implement and oversee a post-graduation programme.</p> <p>To market the NCS opportunity through schools, colleges and other outlets with enthusiasm and innovation.</p> <p>To promote the benefits of the programme to young people partners and benefactors.</p> <p>To attend NCS related meetings. These could be located anywhere in the country, including London. (Transportation costs and overnight stay, if needed, will be paid for).</p> <p>To be proactive and constantly seek new opportunities and ways to get young people involved in the programme.</p> <p>To promote Preston North End FC and PNECET at all times and enhance the club's community cohesion work.</p> <p>To promote the work of the organisation and ensure positive media is achieved through internal and external mediums – locally, regionally and nationally where applicable.</p> <p>Working alongside the club to develop programmes and initiatives that incorporate a positive match day experience and support Preston North End's agenda of generating new fans for the long-term benefit of the football club.</p> <p>To assist with the coordination of the clubs match day experience at some home games, including pre-season friendlies, cup games and potential post season games.</p>
4. General	<p>To at all times represent Preston North End Football Club and PNECET in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible and unsociable hours where the role of the job requires, including some evenings and weekends, all home match days and overnight stays.</p> <p>To approach the role with boundless energy and enthusiasm to really engage young people.</p>

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<p>Graduate or graduate calibre.</p> <p>In date child protection certificate (or willingness to update asap).</p> <p>In date first aid certificate (or willingness to update asap).</p> <p>Full UK Driving Licence, car owner and willingness to use for work (or other suitable arrangements for traveling around the local area).</p>
Desirable	<p>Mini bus licence (D1)</p> <p>Outward bound related qualifications</p> <p>Youth worker related qualifications</p> <p>Other qualifications relating to working with 16-19-year-olds</p>
2. Experience/Traits	
Essential	<p>Must have relevant experience of working with young adults (16-19). This will include coaching, teaching or mentoring within a young adult environment.</p> <p>Must have a 'can do' attitude.</p> <p>Must be proactive.</p> <p>Knowledge and understanding of the NCS programme.</p> <p>Experience of speaking in front of groups, particularly groups of children/young adults in schools/colleges.</p> <p>A proven track record of successful project implementation and administration.</p> <p>Examples of self-motivation and the ability to work on own initiative.</p> <p>Excellent communication skills including written, telephone and interpersonal skills.</p> <p>Proven planning and organisational skills.</p> <p>Attitude to always strive to overachieve and continuously develop the programme and organisation.</p> <p>Excellent attention to detail.</p>

	Willingness to constantly go above and beyond what is expected.
Desirable	<p>Previous project management experience.</p> <p>Previous experience of delivering the NCS programme.</p> <p>Experience of delivering projects relating to outward bound activities.</p> <p>Experience of writing reports and coordinating a monitoring and evaluation system.</p> <p>Working within partnership and multi-agency programmes.</p> <p>Experience of promoting and recruiting participants onto programmes/activities.</p> <p>Working within a professional football club environment.</p> <p>An understanding of the issues faced by young people.</p> <p>Experience of recruiting and working with volunteers.</p> <p>Practical experience of managing information operating systems, including monitoring, evaluation and quality assurance frameworks.</p> <p>A proven track record of working with external partners.</p> <p>A proven ability to work under pressure to tight deadlines.</p> <p>Experience of health and safety and/or welfare and safeguarding policies and procedures.</p> <p>Experience of working with commercial partners and securing sponsorship and support for charitable activities.</p> <p>Relevant sales experience.</p> <p>Full understanding of the SALESFORCE system.</p>

The 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.

Due to the nature of the work the department undertakes, the role will be subject to two satisfactory references and enhanced DBS checks.

Preston North End Community and Education Trust, c/o Preston North End FC is an equal opportunities employer.