



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	NCS Project Manager (National Citizen Service)	Job Reference: PNE1040
Salary	£25,000-£28,000 + expenses, pension, company laptop, company	
Benefits	mobile phone 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	Tuesday 24 th April, 2018	

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a dedicated and experienced NCS Project Manager to plan and manage our NCS project worth over £400k a year, for young people aged 16-17 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 project manager is to lead on all aspects of the programme, from phase one to graduation. These include managing the contract with stakeholders, managing the dedicated NCS delivery team, 2nd level financial responsibility and the successful delivery of the programme.

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 'PNE1040' or post to:

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

For an informal conversation about the role, please contact Andy Haythornthwaite on 01772 693309.

Interview dates:

Interviews will take place on Tuesday 1st May, 2018

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



JOB DESCRIPTION	
1. Job Title	NCS Project Manager
Salary / Benefits	£25,000-£28,000 + expenses, pension, company laptop, company mobile phone 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 some residential based trips.</p> <p>The role will also include working some home matchdays as part of the matchday coordination and to promote opportunities for the programme.</p> <p>Time off in lieu and flexible working hours will be arranged at the discretion 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	Head of Community
Responsible For	NCS Logistics Manager, NCS Coordinator x 2
Employment Type	Full Time
2. Overall purpose of the Job	<p>The successful candidate will manage all aspects of the NCS programme at a planning level. This includes working with our key stakeholders to manage the contract, producing a business plan, managing cost/expenditure finances, managing staff and being responsible for the successful delivery of the programme.</p> <p>To do this, you will have a team of NCS staff (currently three FT) to recruit a large number of young people to attend the programme, book residentials, recruit temporary staff, deliver the programme and encourage young people to stay involved in the programme after graduation.</p>

3. Duties and Responsibilities

To manage the day to day responsibilities of the NCS programme, this involves (but is not limited to):

Recruit participants for the NCS programme.

Plan and organise NCS stages including residentials, Social Action Projects and other related activities.

Implement and oversee a post-graduation programme.

Monitoring and evaluating all activity on the programme, including reporting to the English Football League Trust (EFLT). This will involve computer based IT administration.

To create partnerships with key organisations within Preston and parts of Lancashire and assist the delivery of the programme.

To manage the contact and ensure all targets are met.

Handle and thrive off pressure during peak times of the programme.

To market the NCS opportunity through schools, colleges and other outlets with enthusiasm and innovation.

To ensure we penetrate the offer to all eligible young people in our designated area.

To promote the benefits of the programme to young people, partners and benefactors.

To recruit staff members and volunteers to assist on the programme.

To make reservations at suitable venues and arrange all logistics for residential activities.

To attend NCS related meetings. These could be located anywhere in the country. (Transportation costs and overnight stays - if needed, will be paid for).

To be proactive and constantly seek new opportunities and ways to develop the programme.

To produce reports and spreadsheets for management and stakeholders.

To promote Preston North End FC and PNECET at all times and enhance the club's community cohesion work.

	<p>To ensure that the optimum resources are procured to deliver the programmes to the highest standard.</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 matchday 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 club’s matchday experience at all 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 matchdays and overnight stays.</p> <p>The role is an all year round task with the role can be high pressured during peak times and the successful candidate must be able to handle and thrive of this.</p>

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<p>Graduate or graduate calibre.</p> <p>In date Safeguarding training (or willingness to achieve).</p> <p>In date first aid certificate (or willingness to achieve).</p> <p>Full UK Driving Licence, car owner and willingness to use for work (or other suitable arrangements for travelling around the local area).</p>
Desirable	<p>Youth worker related qualifications</p> <p>Management or equivalent qualification</p> <p>Minibus licence (D1)</p>

	<p>Outward bound related qualifications</p> <p>Other qualifications relating to working with 16-19-year-olds</p>
2. Experience/Traits	
Essential	<p>Must have previous experience of managing the NCS programme or extensive experience of NCS delivery or relevant other significant project management experience.</p> <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>Successful track record and achievements of previous employments.</p> <p>Must be proactive and decisive in leading the programme.</p> <p>Must be able to 'think outside the box' at times and come up with new ideas.</p> <p>Knowledge and understanding of the NCS programme.</p> <p>Experience of promoting and recruiting participants onto programmes/activities.</p> <p>Working within partnership and multi-agency programmes.</p> <p>Experience of speaking in front of groups, particularly groups of children/young adults in schools/colleges.</p> <p>Activity planning, project management and staff management.</p> <p>Experience of delivering projects relating to outward bound activities.</p> <p>A proven track record of successful project implementation and administration.</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>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> <p>Willingness to constantly go above and beyond what is expected.</p> <p>To be able to set standards and lead by example.</p>
<p>Desirable</p>	<p>Experience of delivering the NCS programme before.</p> <p>Experience of writing reports and coordinating a monitoring and evaluation system.</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>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>

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 Criminal Record 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.