



## Job Description

**Job Title: NCS Recruitment Lead**

**Reporting to: NCS Manager**

**Location: Tigers Trust Arena, Hull**

**Salary: £21,000 - £23,000**

Hours of work: 37½ hours per week

The role will require some evening and weekend working as well as being part of programme delivery during Summer and Autumn seasons.

### Introduction



NCS is a national programme which brings together 15-17-year olds from different backgrounds and takes them through a programme of activities which builds their confidence and enables them to make a difference in their local community. It helps these young people build skills for work and life, whilst taking on new challenges and meeting new people. More details can be obtained from [www.wearencs.com](http://www.wearencs.com)

Following a disruptive year due to Covid-19, The Tigers Sport and Education Trust are proud to be running one of the largest NCS programmes in the region following their successful 9 year track record and we are now looking to recruit an NCS Recruitment Lead, to help support our quality and well established delivery team of the NCS. Applicants should be passionate individuals with experience of working with groups of young people and enjoy working as part of a dynamic team.

The Tigers Sport and Education Trust is very proud of its proven track record and quality reputation for delivering a range of programmes in partnership with community organisations, schools and a range of key stakeholders and has high expectations of all its staff.

We are looking forward to welcoming a new member to our team to deliver the next phase of our growing and important NCS programme as we transition post-Covid to the 'new' normal of youth provision.

If you would like an informal conversation about the position, please contact Richard Dexter, Head of Programmes: 07852 898110.



## **Purpose of the Role:**

### **Support the NCS Manager/Head of Scheme to deliver a high quality NCS Programme, you will:**

- Engage with young people and their Parents/Guardians wishing to participate on the NCS programme
- Act as the main deliverer for all NCS presentations
- Be responsible for managing pre-programme and on programme attrition
- Act as the main point of contact with Young People and Parent/Guardians
- Liaise with schools and colleges and institutions on recruitment events
- Support the Manager in the management of expenditure and budgets

## **Main Roles and Responsibilities**

1. Deliver a robust and engaging keep warm strategy to minimise pre-programme attrition
2. To assist in monitoring and recording on designated CRM system young person's engagement with NCS in order to quickly identify young people at risk of not participating on programme
3. To effectively complete all associated administrative duties to ensure the programme remains on-track and deliverable
4. To act as the main recruiter of young people to the NCS programme
5. Act as the main point of contact for young people who have signed up to the NCS programme, as well as their parents/guardians
6. Develop and maintain relationships with Schools, Colleges, local authorities and other key stakeholders to promote the NCS opportunity
7. Identify and engage with key contacts in schools/colleges who are in a position to arrange NCS recruitment events
8. Liaise with school/college key contacts to ensure an academic year-round suite of NCS recruitment and engagement events are agreed in 100% of allocated mainstream schools
9. Liaise with school/college key contacts to ensure school support with parent/guardian engagement
10. Arrange and deliver events which engage with parents/guardians during the recruitment period of NCS to ensure they have a full understanding of the NCS programme and the benefits of the programme to their child
11. Complete home visits to young people who meet the requirements of needing a home visit as set out by the EFL Trust
12. Embed the Programme Quality Framework into all recruitment, engagement and delivery activities.
13. To deliver a high quality NCS programme, ensuring it adheres to the NCS Programme Quality Framework
14. To understand and manage your own performance against contractual KPIs
15. To act as Wave Leader during the delivery of NCS programmes, adhering to the Wave Leader roles and responsibilities at all times when acting in this role.
16. To develop and maintain relationships with local voluntary organisations to support young people on Social Action Project.
17. To promote and manage the extension phase of NCS to graduates post programme and develop further opportunities for them to engage, develop and be active in their community.
18. Ensuring the volume of graduates engaging with NCS / wider voluntary opportunities meets the contractual benchmark as set by EFL Trust
19. To understand and comply with the safeguarding of young people, staff, the NCS contract and the organisation.
20. To attend regular team and organisation meetings reporting key performance achievements/areas for improvement.
21. Deputise for the NCS Manager when appropriate
22. Any other duties as reasonably requested by the line manager/organisation.
23. To support in the recruitment, training and supervision of seasonal delivery staff



## Personal Specification

### Essential Skills:

1. To have a good knowledge of the NCS programme and its outcomes
2. Excellent communication skills.
3. Experience of working with young people, particularly 15-17-year olds.
4. Experience of working in education/voluntary/community settings.
5. Ability to relate well to young people from a wide range of backgrounds, engage them in activities which support their development and relate sensitively and confidentially to the needs of young people, parents and their families.
6. Ability to engage with Parent/Guardians to ensure their buy in of the NCS programme
7. To have a good understanding of your local community and voluntary organisations that work within them.
8. Experience and/or knowledge of secondary and higher education sector and/or local Authority programmes that support young people
9. To be innovative to meet the needs and interests of Graduates post-programme.
10. A commitment to safeguarding and health and safety.
11. An ability to work to personal targets.
12. A commitment to supporting young people, and the principles of equality and diversity.
13. Ability to work on independently and as part of a team.
14. Excellent communication skills including written, telephone and interpersonal skills.
15. Proven administrative, planning and organisation skills.
16. A clean driving licence and access to a car (Excluding London)

### Advantageous:

1. Excellent administrative skills.
2. Experience of working of data inputting and working with a CRM system.
3. Knowledge of adhering to GDPR

### Safeguarding Statement

Tigers Trust is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

### Equality Statement

Tigers Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of company. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the business.