



# Notts County Foundation

Inspiring active change

Notts County Foundation (NCF) is the independent *charitable* arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of sport to make a real difference within our local communities.

Our wide range of programmes cover sport, fitness, health, inclusion, NCS and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives.

We take pride in our long-standing affiliation with Notts County FC – a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of sport and physical activity to transform the health and wellbeing of local communities.

The mission is underpinned by Notts County Foundation’s **FIVE** core Values

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

- Sport and Inclusion
- Health
- Education
- NCS
- The Portland Centre



## Job Description

<b>Job Title:</b>	NCS Coordinator
<b>Responsible to:</b>	Education Manager
<b>Responsible for:</b>	NCS Officer
<b>Location:</b>	Mansfield
<b>Document Created (month &amp; Year)</b>	November 2021

### Overview of the role

The NCS Co-ordinator is a crucial role within the NCS department. You will be responsible for the day-to-day coordination of the National Citizen Service (NCS) and will support in the planning and delivery of the National Citizen Service (NCS) programme. You will work closely with the Education manager and NCS Officer to support in the recruitment of young people as well as the delivery of pre-programme retention events, on-programme activities and post-programme engagement.

The National Citizen Service (NCS) is a government funded programme which provides a once in a lifetime experience to 15-17 year olds. The aim of the programme is to promote a more cohesive, responsible and engaged society. It is a fun, action packed programme that gives young people the opportunity to meet new people and make new friends whilst doing something truly inspiring with their summer or autumn.

### Key Accountabilities & Responsibilities:

- To support in the planning and delivery of the National Citizen Service (NCS) programme across Nottinghamshire.
- To market and promote the NCS opportunity through schools and colleges; use of existing forums and mechanism – e.g., match day programmes, websites and on-going youth activities; and identification of innovative ways to attract young people.
- To recruit young people onto the NCS programme using a variety of mechanisms including presentations, social media, image/video content and marketing.
- To promote the work of the department through a variety of platforms including press releases and online.
- To undertake outreach in the community to engage vulnerable and challenging young people and those whose first language is not English.
- To support all administrative and monitoring processes relating to NCS, ensuring all data is recorded accurately on the CRM (salesforce system) and stored safely in accordance with GDPR guidelines.
- To support in the planning and delivery of pre-programme retention and post-programme engagement events/activities to young people involved in our NCS programme.
- To support with the seasonal recruitment of staff to cover NCS programmes including attending recruitment assessment days and conducting interviews.
- To go on-programme (including residential) as a Team Leader/Cohort Leader, delivering/overseeing the delivery of the NCS programme to young people and ensuring all health & safety and safeguarding needs are met and adhered to.
- To undertake programme evaluation and provide monitoring/produce reports as appropriate.
- To deal with enquiries and general day-to-day liaison with customers, colleagues and partners



- To undertake other duties, training and /or hours of work as may be reasonably requested by members of management and which are consistent with the general level of responsibility of this job.

### **Equality, Diversity, and Inclusion**

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

### **Safeguarding Statement**

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



**Personal Specification**

Category	Essential	Desirable
<b>Education/ Qualifications</b>		<ul style="list-style-type: none"> <li>Youth Work Qualification Level 2 or above</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>Proven experience of coordinating NCS programmes</li> <li>A knowledge and understanding of the NCS programme.</li> <li>Experience and/or knowledge of the Secondary/Higher education sector</li> <li>Practical experience of working with IT systems and the ability to analyse data from a CRM system.</li> <li>Understanding Safeguarding and Health and Safety in a youth work setting</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Proven project management experience within a similar role</li> <li>A proven track record of coordinating relationships and partnerships</li> <li>Experience of working with young people, particularly 15–17-year-olds.</li> <li>Experience with Salesforce or other CRM databases, which coordinate people and project information.</li> </ul>
<b>Personal Qualities/Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills, with the ability to build relationships with different audiences</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>A full and clean UK driving licence and access to own vehicle</li> <li>Work outside normal office hours, including weekends, when required</li> </ul>	