



Job Title: NCS & Youth Engagement Officer (Community)

Responsible to: Head of Community

Hours p/wk: 37.5 hours; evening and weekend working essential.

Salary: Dependent upon qualifications and experience circa £20.5 – 22.5K per annum

Closing Date: 9am Monday 8th August 2023 although if the right candidate applies, we may appoint before that date so please apply promptly.

Pompey in the Community is seeking to appoint an enthusiastic, charismatic, and dedicated NCS Engagement Officer to support our Community Department. The role of the NCS Engagement Officer is to lead on all NCS delivery supporting those in Year 11 & Year 12 across four core objectives, develop life skills and support independent living, build employability and work readiness, provide opportunities for volunteering and social action and to enable social mixing of young people from all background. You will be required to help evolve our youth work provision, framework and training across the department working closely with project coordinators and external agencies and charities.

How to apply: Please send CV and cover letter addressed to Amanda Valvona. Please email amanda.valvona@pompeyitc.org.uk or post to:

Amanda Valvona, HR Officer, Pompey in the Community, Anson Road, Portsmouth, PO4 8TB

Please note that the job will be subject to satisfactory references and enhanced DBS check.

JOB DESCRIPTION: NCS Engagement Officer (Community)

Hours will be flexible, as well as working during the day you will be required to work outside of normal office hours, at evenings, weekends, and Bank Holidays. The role will also include working match days for Portsmouth Football Club and occasional Portsmouth Women's Football Club fixtures. You will be leading on all recruitment and delivery of NCS provision which consist of three blocks of work; 'Grow Your Life Skills', 'Grow Your Employability' and 'Grow Your Community' plus a potential bolt on option for local secondary schools and colleges. You'll be required to support other community-based projects with planning and delivery.



Duties and Responsibilities

The post holder will be responsible and accountable for:

- Manage the participant recruitment process for the NCS experience, which involves developing and maintain partnerships with schools, colleges, local authorities and other key stake holders.
- Plan and deliver an engaging programme that support young people to become work ready; resources will be available to you.
- Deliver on the NCS experiences, working with external partners and casual staff members.
- To achieve weekly and monthly targets as set out by the Contracts Manager in line with NCS Trust KPI's.
- Oversee the administrative and monitoring processes relating to NCS and ensure all data is recorded accurately.
- Ensure all activities comply with NCS and PITC's safeguarding requirements.
- Ensure all activities are correctly monitored with the appropriate risk assessments and that health and safety procedures are in place and followed.
- Recruit casual NCS programme staff and deliver staff training to ensure all staff are adequately equipped.
- Manage all finance regarding the NCS project ensuring all relevant funding is received and correctly monitored for reporting purposes.
- Support with the delivery and facilitation of afternoon and evening provision in the local community related to social inclusion and employability.
- Develop and maintain effective and positive relationships with partner organisations.
- Engage in the planning and development of sessions in line with stakeholder frameworks and participant needs.
- Demonstrate a strong commitment to inclusive practices to ensure equal opportunities for all.
- Build trusted and reliable relationships as a role model for participants.
- Be committed to applying and promoting safeguarding including ensuring risk assessments, referral forms and incident reporting are undertaken regularly.
- Contribute to risk assessments and health and safety requirements.



General

To always represent Pompey in the Community and Portsmouth Community Football Club in a professional manner, regarding to uniform, presentation, personal hygiene, attitude, conduct and professionalism. To be able to work flexible and unsociable hours where the role of the job requires including evenings, weekends, and match days.

PERSON SPECIFICATION DESCRIPTION

Essential

- Have a valid driving licence, with access to own transport to travel across Portsmouth and Hampshire when required.
- Have a professional attitude and positive work ethic
- Strong administrative, organisational and IT skills
- Have a sound ability to work collaboratively as part of a team whilst also working independently
- An understanding and commitment to diversity and how it relates to this role
- Experience of youth work practices including positive and effective behaviour management with challenging groups and one-to-one mentoring
- An understanding of risk and protective factors and the issues facing those from disadvantaged communities and have a desire to make a difference to their lives.
- An excellent knowledge and understanding of safeguarding including principles, procedures and thresholds. A satisfactory enhanced DBS check will need to be completed.
- Be flexible since hours of work will include some evenings and weekends including match days
- Eligible to work in the UK

Desirable:

Hold a Youth Work qualification.
National Governing Body Sport Award
Related Degree

Desirable

Experience of writing reports and coordinating a monitoring and evaluation system.
Experience of recruiting and working with volunteers and casual coaches.
Practical experience of managing information operating systems including monitoring, evaluation and quality assurance frameworks as social network mechanisms including websites.



Other Duties

- To comply with the requirements of the staff handbook.
- Work with commercial and Marketing Manager to install an on-going marketing campaign to publicise project to participants and promote to local media.
- Assist the Chief Executive and Management Team in providing regular reports for the Trustees' Management Committee meetings
- Any other duties as deemed appropriate by the Trustees

Pompey in the Community is Portsmouth Football Club's affiliated charity and as such you will be working for a high-profile organisation within the city.

The organisation, alongside the club, have huge ambitions to really embed themselves in the local community. As a result, it is an exciting time to join Pompey in the Community.