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**NCS Manager (Social Action)**

**Job Description**

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| **Job details** | | | | |
| **Job title:** | | NCS Manager | **Salary:** | £23,268 - £28,282 |
| **Type of contract** | | Full Time 37 hours per week (exclusive of breaks) | | |
| **Location** | | Blackpool FC Community Trust | **Closing date** | 5pm, Monday 26th July 2021 |
| **Responsible to:** | | Head of Education and Employability | **Team:** | Education and Employability |
| **How to apply:** | | **Please download an application form from** [**www.bfcct.co.uk**](http://www.bfcct.co.uk) **or email** [**selina.hayes@bfcct.co.uk**](mailto:selina.hayes@bfcct.co.uk) **for an application form.**  Once completed please send your application to[selina.hayes@bfcct.co.uk](mailto:selina.hayes@bfcct.co.uk) or post it to:   Blackpool FC Community Trust, F.A.O. Selina Hayes, Head of Education and Employability, Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ.  **This job will be subject to satisfactory references and enhanced DBS procedures.**  Please note interviews will take place on gong as applications come in. | | |
| **Job Purpose:** | | Blackpool FC Community Trust is the charitable arm of Blackpool FC, with a focus on engaging, developing, inspiring, and supporting the people of Blackpool to live better lives.  Blackpool FC Community Trust has a very exciting opportunity for someone to join our management team to manage the Trust’s NCS programme.  The post holder will manage the organisation and delivery of the NCS programme and staff associated.  Blackpool FC Community Trust, based at Bloomfield Road Stadium, continue to be a leading delivery partner of NCS in Blackpool. The NCS programme offers 16 and 17 years olds from different backgrounds the opportunity to build skills for future work and life.  The scheme aims to bring young people together to develop greater confidence, self-awareness, and responsibility. It encourages personal and social development by working on skills like leadership, teamwork, and communication. The skills learned through voluntary social action are widely documented to have a positive impact on the employability skills of a young person.  This post will also work closely with the Trust’s BTEC Education and Employability pathways to support the enrichment of in-house education pathways.  Responsibilities include building and maintaining effective relationships with local schools, teachers, colleges, and other youth led organisations, whilst bringing new and innovative ideas of engaging with young people to spread the word of Community Trust provision across Blackpool.  The NCS Manager will also work very closely with regional and national NCS partners including English Football League Trust, Growth Company, and the NCS Trust. | | |
| **Main role and responsibilities** | | | | |
|  | Plan and deliver high quality NCS provision and programmes | | | |
|  | Oversee the effective delivery of all components of the programme curriculum, driving a high-quality standard of delivery throughout | | | |
|  | Plan and deliver the recruitment NCS recruitment strategy in line with contractual expectations | | | |
|  | To sell the scheme to partners and recruit young people on to the local programme using a variety of mechanisms including presentations, social activities, and innovative ways to engage the target group | | | |
|  | Work closely with the EFL Trust Performance Management Partner to ensure that all project milestones are reached and evidenced | | | |
|  | Work closely with key partners such as schools, colleges, and grassroots clubs to develop mutually beneficial partnerships | | | |
|  | Ensure and support the safeguarding of all participants and staff in line with local and national policies. | | | |
|  | To recruit staff and volunteers to deliver the programme in line with safer recruitment | | | |
|  | Identify any additional needs required by each participant and ensure that support is available to ensure the participants can participate | | | |
|  | To maintain accurate records which measure the impact of delivery, including written reports and case studies ensuring all required data is collated for the monitoring and evaluation of the project | | | |
|  | Management of virtual, local, and residential delivery of the programme, including social action and the graduate programme | | | |
|  | Support EFL Trust as required to continuously improve the programme and capacity build to secure continued funding | | | |
|  | To attend related networks, meetings and NCS events, supporting partnership and sharing good practice | | | |
|  | To ensure equality, diversity and inclusion expectations are met | | | |
|  | To manage the logistics of all the NCS programme delivery | | | |
|  | To work alongside Blackpool FC to promote health, education, and inclusion in a positive way to the wider community. To liaise with Blackpool FC in order to utilise club resources such as player appearances and marketing | | | |

**Person Specification**

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|  | **Qualifications** | **Essential** | **Desirable** |
|  | Full driver’s license with own car | ✓ |  |
|  | Graduate or graduate calibre | ✓ |  |
|  | Level 2 lead coach qualification | ✓ |  |
|  | **Knowledge** | **Essential** | **Desirable** |
|  | Sound knowledge of safeguarding practice and policy | ✓ |  |
|  | Knowledge of local education establishments and youth organisations | ✓ |  |
|  | Knowledge and understanding of the NCS programme | ✓ |  |
|  | Knowledge of how to market activities to young people | ✓ |  |
|  | **Skills & Experience** | **Essential** | **Desirable** |
|  | Experience of delivering projects relating to sport and outward-bound activities | ✓ |  |
|  | Working within partnership and multi-agency programmes. Activity planning, project management and staff management | ✓ |  |
|  | Experience of working with young people | ✓ |  |
|  | Proven ability to plan and deliver high quality, creative and engaging programmes of activity | ✓ |  |
|  | Proven track record of working with external partners | ✓ |  |
|  | Experience of sales and marketing |  | ✓ |
|  | A proven ability to work under pressure and tight deadlines | ✓ |  |
|  | Proven track record of successfully working with individuals who have various needs and who are hard to engage | ✓ |  |
|  | Experience of writing reports and coordinating a monitoring and evaluation system | ✓ |  |
|  | Management and supervisory experience | ✓ |  |
|  | Ability to manage large projects and activities that involve young people’s participation | ✓ |  |
|  | Ability and willingness to work outside normal hours, including evenings, weekends, and residential weeks | ✓ |  |
|  | Examples of self-motivation and the ability to work on own initiative | ✓ |  |
|  | Experience of working within a football club community trust/foundation |  | ✓ |
|  | Experience of delivering residential programmes |  | ✓ |
|  | Experience of youth work |  | ✓ |
|  | **Other** | **Essential** | **Desirable** |
|  | A commitment to supporting participants, and the principles of equality, diversity and inclusion | ✓ |  |
|  | An enthusiastic and committed individual who will ‘go the extra mile’ to deliver results | ✓ |  |
|  | Excellent organisation and time management skills | ✓ |  |
|  | Excellent communication and motivational skills | ✓ |  |
|  | An ability to inspire others | ✓ |  |
|  | A Drivers Licence and access to own vehicle. | ✓ |  |
|  | **Competencies** | | |
|  | Works collaboratively with other and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust. | | |
|  | Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and ‘buy in’ for ideas. | | |
|  | Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust. | | |
|  | Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust. | | |
|  | Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust. | | |
|  | Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust. | | |

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| **Important information about your application** |
| Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.  As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.  You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you.  If you would like to know more about the data we collect and how we use the data please email selina.hayes@bfcct.co.uk. |
| **Employment Benefits** |
| * Membership to Perkbox * 28 day’s annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment * Community Trust uniform * Use of work laptop * Fuel allowance for work related expenses * Support with work related CPD opportunities. |