



Inspiring change within our community

Ewood Park Stadium, Blackburn, Lancashire, BB2 4JF, United Kingdom
T: 01254 508139 | E: enquiries@brfctrust.co.uk | W: www.brfctrust.co.uk | [@brfctrust](https://twitter.com/brfctrust)

Organisation	Blackburn Rovers Community Trust
Position	NCS Engagement Coordinator
Salary	£16,000 -£18,000 per annum
Location	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF
Type of Contract	Full time – 1 year with a view to extension subject to funding and performance
Closing Date	5pm on Friday 26 th October 2018

Blackburn Rovers Community Trust (BRCT) is a successful award-winning charity that is continuing to grow as a sustainable dynamic charity. We are dedicated to providing the best possible services to our local community. We are seeking to appoint an enthusiastic, charismatic and dedicated person to organise and deliver on the National Citizen Service Programme.

Main Purpose of the Role is to:

The key role of the engagement coordinator is to support the NCS team in the successful delivery of the programme. This includes operational support in recruiting young people from local schools and colleges, planning and attending residential activities along with events to keep the young people engaged. The role will also involve working with the young people through their social action project.

How to apply:

To apply, please email your application form, equal opportunities form and covering letter to recruitment@brfctrust.co.uk. CVs will not be accepted.

Or post to:

F.A.O Recruitment, Blackburn Rovers Community Trust, Ewood Park, Blackburn, BB2 4JF.

Interview dates:

W/C Monday 29th October 2018

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



B DESCRIPTION		
1.	Job Title	NCS Engagement Coordinator
	Salary	£16,000 - £18,000 per annum
	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 residential based trips.</p> <p>Time off in lieu and flexi 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	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF. You will be required to undertake travel as necessary to fulfil your job requirements and to the satisfaction of BRCT.
	Responsible To	NCS Operations Manager & Head of NCS & Additionality
	Responsible For	NCS Engagement & Programme delivery
	Contractual Status	Full time – 1 year with a view to extension subject to funding and performance
	Annual Leave	25 days + Bank Holidays
2.	Overall purpose of the Job	<p>The successful candidate will deliver all aspects of the NCS programme from an engagement level. This includes working with our local schools and colleges to build a relationship, working directly with young people to support and make their experience fun and memorable and providing office support for the NCS Operations Manager.</p> <p>As part of this role, you will need to work with and lead temporary team leader staff, school/college teachers and assistants whilst on the programme.</p>
3.	Duties and Responsibilities	<p>The post holder will be responsible and accountable for:</p> <p>The recruitment & engagement of participants for the NCS programme.</p> <p>Helping to plan and organise NCS stages including residentials, Social Action Projects and other related activities alongside the NCS Operations Manager.</p>



		<p>Supporting our post-graduation programme.</p> <p>Marketing the NCS opportunity through schools, colleges and other outlets with enthusiasm and innovation.</p> <p>Promoting the benefits of the programme to young people partners and benefactors.</p> <p>Attending NCS related meetings. These could be located anywhere in the country, including London. (Transportation costs and overnight stay, if needed, will be paid for).</p> <p>Being proactive and constantly seek new opportunities and ways to get young people involved in the programme.</p> <p>Promoting Blackburn Rovers and BRCT at all times and enhance the club's community cohesion work.</p> <p>Promoting the work of the organisation and ensure positive media is achieved through internal and external mediums – locally, regionally and nationally where applicable.</p> <p>Participating in continuous professional development activities.</p> <p>Promoting equal opportunities in service delivery and employment.</p> <p>Safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.</p> <p>Acting in accordance with Trust corporate objectives and policies and seeks to promote them.</p> <p>Maintaining awareness of, and acting in accordance with, the provisions of the Health & Safety at Work Act.</p> <p>Fulfilling other duties, as may reasonably be required from time to time, including evenings, parents' evenings, Trust events etc.</p>
4.	General	<p>To at all times represent Blackburn Rovers Football Club and Blackburn Rovers Community Trust 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.</p> <p>To approach the role with positive energy and enthusiasm to really engage young people.</p>
--	---

5. Person Specification		
	Essential	Desirable
Demonstrable Experience	<p>Must have relevant experience of working with young adults (15-19). This will include coaching, teaching or mentoring within a young adult environment.</p> <p>Experience of delivering the NCS programme before.</p> <p>Must have a 'can do' attitude. Must be proactive.</p> <p>A proven track record of successful project implementation and administration.</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>Previous project management experience.</p> <p>Experience of delivering projects relating to outward bound activities.</p> <p>Experience of writing reports and coordinating a monitoring and evaluation system.</p> <p>Working within partnership and multi-agency programmes.</p> <p>Experience of promoting and recruiting participants onto programmes/activities.</p> <p>Working within a professional football club environment.</p> <p>Practical experience of managing information operating systems, including monitoring, evaluation and quality assurance frameworks.</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>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>
Knowledge	<p>Knowledge and understanding of the NCS programme.</p> <p>Experience of speaking in front of groups, particularly groups of children/young adults in schools/colleges.</p>	<p>Competent in IT and have good knowledge of Blackburn Rovers, Blackburn Rovers Community Trust, football and sport in general.</p> <p>An understanding of the issues faced by young people. Experience of recruiting and working with volunteers.</p> <p>Full understanding of the SALESFORCE system.</p>
Skills	<p>Innovative and flexible approach to.</p> <p>The ability to work professionally as part of a team of staff.</p> <p>Ability to respect confidentiality and professionally on particular issues.</p>	<p>Outward bound related</p> <p>NCS Trust Online Training</p>
Qualifications	<p>Graduate or graduate calibre.</p> <p>In date child protection certificate (or willingness to update asap).</p> <p>In date first aid certificate (or willingness to update asap).</p> <p>Full UK Driving Licence, car owner and willingness to use for work (or other suitable arrangements for traveling around the local area).</p>	<p>Mini bus licence (D1)</p> <p>Outward bound related qualifications</p> <p>Youth worker related qualifications</p> <p>Other qualifications relating to working with 15-19-year-olds</p>



Please note:

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and a number of whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

Safeguarding Recruitment:

Blackburn Rovers Community Trust and Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record and/or the FA's Whole Game system, which will be shared with key football and other sports governing bodies and organisations where applicable.

Equality & Diversity:

As we are a diverse community trust 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 in the football community and to achieve their full potential. BRCT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

The 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.

