



Inspiring change within our community

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Organisation	Blackburn Rovers Community Trust (BRCT)
Position	NCS Officer
Salary	£18,000 per annum
Location	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF
Type of Contract	Full Time – Initially a one-year post with a view to extension subject to funding and performance
Closing Date	5pm on Friday 14 th August 2020

Who we are

Blackburn Rovers Community Trust is one of the leading football club charities in the country, currently self-generating and reinvesting a record £1.8m annually in our local community, benefitting those who help us to record more than 45,000 engagements each year.

Winners of major awards in recent years – including the EFL North West Community Club of the Year and Northwest Football Awards Community Club of the Year – our fast-growing organisation currently employs more than 40 full-time staff and a similar number of part-time and casual coaches, helping us to deliver more than 50 projects and initiatives in education, health, social inclusion and sports participation, as part of our role as the official charity of Blackburn Rovers FC.

About the role

BRCT is a values-driven charity and we are seeking to appoint a like-minded, enthusiastic, charismatic and dedicated person to support on all aspects of the NCS programme.

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Main Purpose of the Role is to:

The key role of the NCS Officer is to support the Strategic Management in the successful planning and delivery of the programme. This includes recruiting young people from local schools and colleges, planning and delivering all aspects of the programme (including residential). The NCS Officer will lead on and be responsible for the post-programme extension phase.

How to apply:

Please send CV, cover letter and application to Gary Robinson by email recruitment@rovers.co.uk or post to:

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

Interview dates: Interviews dates to be confirmed.

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

JOB DESCRIPTION

1.	Job Title	NCS Officer
	Salary	£18,000 per annum
	Hours of Work	<p>You will have a standard working week of a minimum of 37.5 hours, excluding a 30 minutes lunch. You will be required to work some of these hours outside of normal office hours, at evenings, weekends and bank holidays.</p> <p>Please note this role will include residential based trips. The role will also include working some home match days as part of the match day coordination and to promote opportunities for the NCS programme.</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.</p>
	Location	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF.
	Responsible To	NCS Manager and NCS Assistant Manager
	Contractual Status	Full-time - Initially a one-year post with a view to extension subject to funding and performance
	Annual Leave	25 days + Bank Holidays

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<p>2. Overall purpose of the Job</p>	<p>The successful candidate will support all aspects of the NCS programme. This includes working with local schools, colleges and youth groups to recruit young people onto the programme.</p> <p>Encourage young people to stay involved pre-programme by facilitating pre-NCS events. Providing office support for both NCS Manager and NCS Assistant Manager.</p> <p>As part of this role, you will need to work with temporary staff, school/college teachers. You will also need to lead on our successful post-programme extension phase, assisting the NCS graduates on any fundraising/social action projects and providing them with opportunities for upskilling.</p>
<p>3. Duties and Responsibilities</p>	<p>To support the NCS Manager and NCS Assistant Manager to plan, organise and deliver events within our designated area through schools, colleges and other outlets with enthusiasm and innovation.</p> <p>Be proactive and constantly seek new opportunities and ways to get young people involved in the programme.</p> <p>To support the NCS Manager and NCS Assistant Manager to plan, organise and deliver pre-programme NCS events to recruit young people, minimise attrition and sustain the interest of those already signed up.</p> <p>To attend sessions delivered by other departments in the community trust aimed at 15-17-year-old participants to offer them the NCS programme e.g. BTEC, The Neighbourhood Youth Offer etc.</p> <p>Provide the NCS Manager and NCS Assistant Manager with operational and administrative support. Including but not limited to, consistently and accurately recording data on Salesforce.</p> <p>Be a point of contact for participants, parents, school and college staff pre and during programme.</p> <p>Create and promote a positive customer journey for the young people and parent/guardian.</p> <p>Implement and lead on the delivery of our post-graduation programme.</p> <p>Use the post-graduation programme to lead in the co-ordination of NCS Match Day and NCS Social Action Day.</p>

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	<p>To promote the benefits of the programme to young people, parents/guardians, partners and benefactors.</p> <p>To attend NCS related meetings and conferences. These could be located anywhere in country, including London. (Transportation costs and overnight stays, if needed, will be paid for).</p> <p>Promoting Blackburn Rovers and BRCT at all times and to 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>Promote equal opportunities.</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>
<p>4. General</p>	<p>To always 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 approach the role with boundless energy and enthusiasm to really engage young people.</p> <p>To be able to work flexible and unsociable hours where the role of the job requires including some evenings and weekends and overnight stays.</p>

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5. Person Specification		
	Essential	Desirable
Demonstrable Experience	<p>Must have relevant experience of working with young adults (16-19). This will include coaching, teaching or mentoring within a young person environment.</p> <p>Must have a 'can do' attitude.</p> <p>Must be pro-active, self-motivated and can work on own initiative.</p> <p>Knowledge and understanding of the NCS programme.</p> <p>Examples of self-motivation and the ability to work on own initiative.</p> <p>Attitude to always strive to overachieve and continuously develop the programme and organisation.</p> <p>Willingness to constantly go above and beyond what is expected.</p>	<p>Working within a professional football club environment.</p> <p>Experience of delivering the NCS programme before.</p> <p>Experience of delivering projects relating to outward bound activities.</p> <p>Experience of promoting and recruiting participants onto programmes/activities</p> <p>An understanding of the issues faced by young people.</p> <p>Full understanding of the SALESFORCE system.</p> <p>Experience of speaking in front of groups, particularly groups of children/young adults in schools/colleges.</p> <p>An ability to work under pressure.</p>
Knowledge	<p>Knowledge and understanding of the NCS programme.</p> <p>Competent in IT and have good knowledge of Blackburn Rovers, Blackburn Rovers Community Trust.</p> <p>Workings of the leisure industry</p>	<p>Demographic area and the needs within them.</p> <p>NCS Extension Phase programme</p> <p>PHAROS Reporting procedure</p>
Skills	<p>The ability to manage young people.</p>	<p>Experience of recruiting young people for a programme/organisation.</p>

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	<p>Suitable to work with participants and with the ability to form good relationships with young people aged 15-19.</p> <p>The ability to work professionally as part of a team of staff.</p> <p>Ability to respect confidentiality and act professionally on particular issues.</p> <p>Ability to stay on task and complete required administrative tasks.</p> <p>Excellent communication skills including written, telephone and interpersonal skills.</p> <p>Proven planning and organisational skills.</p> <p>Innovative and flexible approach to working.</p> <p>Excellent attention to detail.</p>	<p>NCS Trust Online Training</p> <p>Outward bound related</p>
<p>Qualifications</p>	<p>Five GCSEs at grade C and above including English</p> <p>In date safeguarding certificate (or willingness to update asap).</p> <p>In date first aid at work certificate (or willingness to update asap).</p>	<p>Outward bound related qualifications</p> <p>Youth work related qualifications</p> <p>Critical Incident Training</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.

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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 and Inclusion:

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.



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