



The Leeds United Foundation NCS Department

Job Title: NCS Programme Officer

Salary: £18,500-£19,500 (Depending on experience)

Hours: 37.5 hours a week including some evenings, weekends and holidays (This role does include some residential weeks)

Fixed term one year contract

Location: Onsite: Leeds United Foundation, Elland Road, Leeds LS11 0ES
Offsite: various locations

Reports to: NCS Manager

Purpose:

NCS is a voluntary two week programme for 15-17 year olds that promotes:

- A more cohesive society by mixing participants of different backgrounds
- A more responsible society by supporting the transition into adulthood for young people
- A more engaged society by enabling young people to work together to create social action projects in their communities

Description

The Leeds United Foundation is seeking to appoint an enthusiastic, charismatic and dedicated National Citizen Service (NCS) Programme officer to organise and deliver our NCS project for young people aged 16-17. The successful candidate must have previous experience working with young people.

About the Organisation

The Leeds United Foundation is a non-profit, sports charity that exists to deliver targeted, high-quality programmes that have a real and measurable positive impact on the relationship between the club, its fans and the community.

Main areas of responsibility:

- To recruit the contractual target of casual staff to work on the NCS programme delivery in both summer and Autumn delivery periods.
- To work as a team to recruit contractual target of young people onto the NCS programme.
- To design an inclusive programme timetable that meets the given criteria.



- Lead on the residential and social action elements of the project delivery.
- To ensure there are risk assessments and health and safety checks prior to summer delivery.
- To work alongside key stakeholders to promote health, education and inclusion in a positive way to the wider community. To liaise with Leeds United Foundation in order to utilise club resources such as player appearances and marketing.
- To provide safeguarding support during programme delivery and supervise staff and monitor their performance during delivery of the programme
- To undertake outreach in the community to engage hard to reach young people and those whose first language is not English
- To liaise with a range of key stakeholders such as parents to ensure effective engagement and participation in NCS.
- Keep accurate up to date filing systems, data and records relating to the programme
- To support the marketing and promotion of NCS related activities
- To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Person specification:

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none">-Full driving licence and car owner- Knowledge of the NCS programme-High standard of computer Literacy including excel, power point, outlook and internet explorer.- Well organised, persuasive and supportive.-Excellent communication skills both verbal and written.- Able to deliver confident recruitment presentations to young people/ staff and parents/guardians.- The ability to work under pressure and to targeted deadlines.-Ability and willingness to work outside normal working hours, including evenings, weekends and residential trips.	<ul style="list-style-type: none">- Graduate or Graduate caliber- Experience using Salesforce CRM system- Experience and understanding of health and safety, safeguarding and data handling.- Experience working with young people.



Benefits Include:

Our package includes:

- Competitive salary
- 20 days holiday
- Personal growth and development
- Staff training
- The opportunity to work with young people and change lives and inspire the young people in the local area.

Equality & Diversity:

As we are a diverse organisation that respects differences in race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity, we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. The Leeds United Foundation is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

Safeguarding & Recruitment:

The Leeds United Foundation and Leeds United FC are committed to safeguarding and promoting the welfare of children, young people and adults at risk, 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. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory advanced DBS Check (with children's barred list check) and appointment is dependent on clearance and obtaining **two** suitable references.

Applying for the position

If you are interested and can demonstrate you have the necessary skills and experience outlined above, please download and complete the **attached application form** and send along with a brief CV and covering letter to Tara.nolan@leedsunited.com

Please provide two names and contacts for references.

Closing Date: 5th November 2021