



POWERED BY



Department:	NCS
Job Title:	NCS Support Officer
Salary:	£15,000 - £18,000 (dependent on experience)
Contract type:	1 year rolling - permanent (subject to funding)
Hours:	37 ½ hours per week. The candidate will be required to have a flexible approach to working hours, including NCS residential, events, evenings, weekends and such hours as necessary.
Responsible to:	NCS Coordinator
Location:	Elland Road Stadium, Leeds, LS11 0ES
Regular working hours:	Office hours are Monday to Friday 9.00am – 5.00pm. With this post there will be weekend and evening work & as part of the NCS programme working pattern.

Purpose of the post:

To assist the NCS Project Officer & NCS Coordinator to organise and support the NCS Programme through Summer and Autumn delivery periods; to support the recruitment and retention of young people on the NCS Programme; to oversee the social action element and graduate programme of The Leeds United Foundations NCS Programme.

Key Duties and Responsibilities:

- To support the planning & delivery of the National Citizen Service (NCS) project whilst also leading on the social action elements of the project
- To support with the recruitment of appropriate staff and volunteers to deliver the programme, including a group of youth volunteers to act as ambassadors for the NCS programme
- To market the NCS opportunity through schools and colleges; use of existing forums and mechanism – e.g., match day programmes, websites and on-going youth activities; and identification of innovative ways to attract young people
- To recruit young people on to the local programme using a variety of mechanisms including presentations
- To retain the young people on the NCS programme through innovative events and communication techniques such as social media

- Support all administrative and monitoring processes relating to NCS, ensure all data is recorded accurately on the salesforce system
- Engagement with local volunteer centres, community groups and charities for social action project opportunities
- To plan, implement and market an accessible NCS Graduate Programme
- To liaise with Leeds United Football Club in order to utilise club resources such as player appearances and marketing
- To attend related networks, meetings and NCS events, supporting partnership and sharing good practice
- To liaise with a range of key stakeholders such as schools and parents to ensure effective engagement and participation in NCS
- To support the marketing and promotion of NCS related activities
- To support all aspects of project work as identified by the NCS Project Officer and NCS Coordinator
- To create signposting link to other Education and volunteering provisions for young people
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Ensure all policies and procedures are adhered to
- Promote the brand identity and increase Leeds United fan base throughout
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements.

Person Specification

1. Qualifications and Experience

Essential

- Knowledge of youth and community work
- Full and clean UK Driving Licence
- Car Owner

Desirable

- Graduate or Graduate Calibre
- Outward bound related qualifications
- FA Level 1 & 2 qualification

2. Experience

Essential

- Must have relevant experience. This will include coaching, teaching or mentoring within a sport or youth environment
- Experience of delivering projects relating to sport and outward bound activities.
- Experience of working in an environment with young people.
- Experience of project delivery and administration.
- Experience of working with external partners.
- A proven ability to work under pressure to tight deadlines.
- Examples of self-motivation and the ability to work on own initiative.
- Excellent communication skills including written, telephone and interpersonal skills.
- Proven planning and organisational skills.
- Excellent attention to detail.
- Ability to support in delivering large projects and activities that involve young people's participation
- Good networking and facilitating skills
- Ability and willingness to work outside normal hours, including evenings, weekends and residential weeks

Desirable

- Working within a Professional Football Club environment.
- Good understanding of the NCS programme

If you are interested and can demonstrate you have the necessary skills and experience outlined above, please send the attached application form and send it with a letter of introduction to:

Lindsey Whitton, NCS Coordinator, The Leeds United Foundation, Elland Road, Leeds, LS11 0ES or email:
Lindsey.Whitton@leedsunited.com

The Leeds United Foundation is an Equal Opportunities Employer and welcomes applications from all sectors of the community.

Application closing date: 11:59pm 18th December 2017

Interview date: Early January, date and time will be confirmed with candidate.