



Job Role: Brentford FC Community Sports Trust – National Citizens Service (NCS) Co-ordinator

Job Title	NCS Co-ordinator
Department	Education
Location	Brentford
Accountable to	NCS Manager & Education Manager
Contract	Full time
Salary	Competitive

Brentford FC Community Sports Trust (BFCST) is looking to recruit a highly motivated individual to join the NCS team and support the development of our new NCS Programme, helping to ensure it becomes a key core component of our local offer for young people. The successful candidate will have the drive, determination and passion to change the lives of our young people, is educated to graduate degree level or equivalent and has a proven track record of successful delivery of the NCS programme.

Purpose of the Role:

NCS Co-ordinator will support the NCS Manager with the delivery of a high quality NCS programme ensuring it meets the requirements and delivery schedule as set out by the NCS Trust and partners. The NCS Coordinator is responsible for day to day programme coordination, developing school links, maintaining interactive events throughout the year, assisting with programme design and engaging with parents and young adults across BFCST’s specific delivery areas of London Borough of Hounslow, Ealing and Richmond.

Main responsibilities:

1. Developing strong relationships with allocated school and colleges to promote NCS programme and recruit participants throughout the year.
2. Support with recruitment of young people to the NCS programme
3. Monitor and record on designated CRM system young person’s engagement with NCS to quickly identify young people at risk of not participating in programme.
4. Deliver a robust and engaging keep warm strategy across the year to ensure maximum turn ups on NCS programme.
5. Act as main point of contact for young people who have signed up to the NCS programme ensuring regular and clear communications with young people and their parents/guardians.
6. Ensuring all NCS welcome and information packs are sent to interested young people in line with keep warm strategy timescales.
7. Planning and delivery of essential keep-warm activities.
8. Complete NCS programme delivery timetable, ensuring submission deadlines and agreed content are adhered to.
9. Complete home visits for young people where agreed.
10. Embed the Programme Quality Framework into all recruitment, engagement and delivery activities.
11. Design and deliver high quality NCS Programme adhering to NCS programme Quality Framework.
12. Planning programme transport and liaising with accommodation for residential phases 1 & 2.
13. To act as Wave Leader during delivery of NCS programmes, adhering to Wave Leader roles and responsibilities at all times – leading cohorts of young people through every phase of the Summer & Autumn programme.
14. Support NCS Manager in recruitment, training and supervision of seasonal delivery staff.
15. Develop and maintain relationships with local voluntary organisations to support young people on Social Action project.
16. Promote and manage extension phase of NCS to graduates post programme, developing further opportunities for them to engage, develop and be active in the local community, meeting the contractual benchmark as set by EFLT Trust.
17. To understand and comply with the safeguarding of the young people and staff participating and working on the programme in line with contractual responsibilities.





18. Attend regular team & organisation meetings reporting key performance achievements or areas for improvement.
19. Deputise for the NCS Manager when appropriate.
20. Work with other BFCST staff to develop pathways for referrals and NCS sign up of young people from across other BFCST projects.
21. Any other reasonable duties and responsibilities considered appropriate by NCS Manager & Education Manager.

Skills & Competencies:

(E) - Essential (D) - Desirable

Education / Experience

1. Graduate degree level in relevant subject and/or Youth Work qualification - L3 or above (E)
2. Experience of working with young people (particularly 15-17year olds) and an understanding of the current challenges they face. (E)
3. Experience of successful delivery of the NCS Programme / equivalent programmes (E)
4. Safeguarding Training and First Aid (E) – will need to be completed before contract start date
5. Proven project leadership experience with ability to provide clear instructions for staff and volunteers (E).
6. A proven track record of managing relationships and the ability to communicate with people at different levels (E)
7. Experience of working in partnership across a range of sectors to achieve desired outcomes (D)
8. Proven leadership skills, with ability to give clear instructions to enable staff to achieve the required standards (E)
9. Practical experience of managing information operating systems and the ability to interrogate data from a CRM system (D)
10. Experience of effectively dealing with serious incidents and managing safeguarding. (D)
11. Commitment to supporting young people and the principles of equality and diversity (E)
12. Experience and/or knowledge of working in Secondary schools/higher education sector (D)

Knowledge / Skills

1. Knowledge and understanding of the NCS Programme both regionally and nationally (E)
2. Experience of working with young people in a residential, education and/or outdoor setting (E)
3. An understanding of Safeguarding and Health & Safety in a School/Youth Work setting (E)
4. Experience with Salesforce or other CRM system which manages people and project information (D)
5. Ability to manage and motivate large teams of staff. (D)
6. Ability to relate well to young people from a wide range of backgrounds, engage them in activities which support their development and relate sensitively and confidentially to the needs of young people, parents and their families. (E)
7. A proven ability to work to under pressure to tight deadlines. (E)
8. A commitment to supporting young people, and the principles of equality and diversity. (E)
9. Creative, self-motivated and the ability to work on own initiative to tight timeframes. (E)
10. Excellent communication skills including written, telephone and interpersonal skills. (E)
11. Proven planning and organisation skills. (E)
12. IT literate with particular emphasis on Microsoft and Google packages. (D)

General Information

We are an inclusive and diverse employer and welcome applications from all suitably qualified persons regardless of race, age, gender, disability, religion/belief, sexual orientation or age.

All applicants must demonstrate eligibility to work in the UK.





Community Sports Trust

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Charity number: 1112784

Company number: 5602833



brentfordfcst.com

The appointment will be full time and is available upon the receipt of two acceptable references and the submission of an enhanced Criminal Records Check to the Disclosure and Barring Service (DBS). The appointment will be confirmed upon receipt of the DBS check.

To apply, please send:

- Your CV
- A covering letter – demonstrating your suitability for the role

Please send the above to cbarrett@brentfordfcst.com

Deadline for applications is

Interviews are scheduled to take place on the

