



Be part of our family

The Albion Foundation

NCS Co-ordinator - Job Description

Job Title:	NCS Co-ordinator
Reports to:	Behaviour Change Manager
Location:	Sandwell (West Midlands)
Contract Term:	37.5 hours per week, the role will require some evening and weekend working as well as being part of programme delivery during summer and autumn sessions (residential)
Salary Band:	£20,000 - £23,999 (dependant on experience)
Main roles and responsibilities:	
<ul style="list-style-type: none">• Deliver a range of high quality activities to young people including Autumn and Summer programmes, Changemakers graduates programme, Skills Booster programmes, parents/carers and continued schools engagement• To engage with teachers and recruit and delivery for the Skills Booster offer.• To gather data from each of the schools and recruitment sites and develop a targeted recruitment strategy for each site – reporting these weekly to the Regional Manager.• To lead in the recruitment of hard to reach young people through building relationships with SEN schools, alternative education and other youth organisations.• To demonstrate effective forward planning, organising and prioritizing own time to meet the anticipated workloads and delivery targets and objectives.• To ensure the CRM and monitoring system (Salesforce) are accurate and in-line with the NCST compliance framework following each recruitment event - managing a caseload of schools, booking events and data inputting of expression of interests.• Manage Compliance within your team and flag non-compliance, ensuring trackers are up-to-date.• To complete the NCS programme delivery timetable, ensuring submission deadlines and agreed content and timetable templates are adhered to.• To build and maintain relationships with a wide range of key stakeholders including teachers, parents/guardians, community leaders, governors in order to support NCS including social action projects.• To ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect NCS participants and staff.• To attend regular supervision sessions and all compulsory training events, both for The Albion Foundation and NCS, to enable all duties to be carried out effectively.• To hold regular supervision sessions and all compulsory training events for the team to ensure KPI's are being met and well-being is a priority.• To design, deliver and evaluate a high quality NCS programme including recruitment of seasonal staff, ensuring it adheres to the NCS Programme Quality Framework.• Prepare and collaborate with Pharos, EFL Trust, NCS Trust for reports, procedures, quality assurance and policy.• To make sure that you read, are familiar with, and follow all Albion Foundation policies and procedures.	

- To act as an ambassador for The Albion Foundation, upholding and promoting our values.
- To undertake any other duties that can be reasonably expected of you within the level of your job.



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NCS Co-ordinator - Person Specification

Qualifications	Essential	Desirable	Measured
Degree or equivalent		✓	Application
Safeguarding qualification	✓		Application
NYA qualification level 2 or equivalent		✓	Application
Experience			
Experience of working with young people, particularly 15-17 years olds	✓		Application/ Interview
Experience of working in education/voluntary/community settings	✓		Application/ Interview
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	✓		Interview
Ability to engage with Parents/carers to ensure their buy in of the NCS programme	✓		Interview
Experience and/or knowledge of secondary and higher education sector and/or local authority programmes that support young people	✓		Application/ Interview
A commitment to supporting young people and the principles of equality and diversity	✓		Application/ Interview
Ability to work independently and as part of a team	✓		Interview
Experience of working towards KPI's and monitoring performance and impact	✓		Application/ Interview
Experience of working of data inputting and working with a CRM system		✓	Application/ Interview
Knowledge			
To have a good knowledge of the NCS programmes and it's outcomes	✓		Interview
To have a good understanding of your local community and voluntary organisations that work within them	✓		Interview
Knowledge of adhering to GDPR		✓	Interview

A commitment and understanding of safeguarding and health and safety	✓		Interview
Skills			
To be innovative to meet the needs and interests of graduates post programme	✓		Interview
Excellent communication skills including written, telephone and interpersonal skills	✓		Application/ Interview
Proven planning and organisation skills	✓		Interview
An ability to work to personal targets	✓		Application/ Interview
Good Administrative skills		✓	Application/ Interview
Personal			
In date DBS	✓		Pre- employment checks
A commitment to supporting young people and the principles of equality and diversity	✓		Application/ Interview
A driving licence and access to a car	✓		Application
Striving to achieve 'The Albion Foundation's Core Values'	✓		Application/ Interview