



Be part of our family
engaged, inspired, achieving its potential

National Citizen Service (NCS) Coordinator

12-month Fixed Term Contract (extension based upon funding)

Full time 37.5 hours per week

Salary Band Level 4: £20,00 to £23,999

The Albion Foundation is the charity partner of West Bromwich Albion Football Club. Our vision is to create a Proud Albion Family, Engaged, Inspired & Achieving its Potential. We have a number of exciting opportunities for suitably qualified and experienced candidates to join our Behaviour Change team.

We are seeking to appoint a National Citizen Service (NCS) Coordinator who will progress and deliver the NCS youth programme to young people aged 16-17; to provide opportunities to develop new skills, take on exciting challenges, encourage independence with a key thread of social action

AS A COORDINATOR YOU WILL:

- Deliver a range of activities to young people including Autumn and Summer programmes, Changemakers graduates programme, Skills Booster programmes and continued schools engagement
- Recruit and support seasonal staff for the programme
- Recruit and retain young people for all programmes through engaging activities and sustainable education relationships
- Ensure that all programme activities are delivered in a safe environment and adhere to all Albion Foundation, EFL Trust and NCS Trust policies and procedures.
- Monitor, evaluate and report against contracted KPI's to EFL Trust Performance Manager including the continual use of a CRM system.
- Represent The Albion Foundation professionally and positively with young people, partners and stakeholders.



OUR GOALS

WE WILL DELIVER

MAKE A DIFFERENCE TO

OVER THE NEXT

10

MILLION HOURS

100

THOUSAND LIVES

10

YEARS



The Albion Foundation is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expect all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS disclosure.

To learn more about what we do please follow the links below:

["A Godsend to participants"](#)

["You gave us our Son back"](#)

["I'll be forever in their debt"](#)

Should you require further details about this vacancy or The Albion Foundation, please contact us via hr@albionfoundation.co.uk or alternatively call 0871 271 9840.

Further information is available on our website at: www.wba.co.uk/albion-foundation



Be part of our family



OUR PILLARS TO PROGRESS

PEOPLE	PLACE	PROMOTION	PROJECTS	POUNDS & PENCE	PARTNERSHIPS
					
One team, one culture	Find a home	Simplify our message	Be the best and prove it	Control our destiny	One club, one foundation
We are one team with one culture	Together in a home that we're proud of	People know about us, get us and love us	Focussed, do it brilliantly and can prove it	Financially viable regardless of what happens on the pitch	Valued & integral part of the club

HOW TO APPLY

To apply for this role please **download** and complete the application form and submit with a CV and covering letter.

Closing date: Wednesday 8th December 2021.

Interviews are scheduled for 15th December 2021.

For further information about the Albion Foundation, please visit www.wba.co.uk/albion-foundation

