



<u>Job Title:</u> NCS Inclusion Officer	<u>Directorate:</u> Huddersfield Giants Community Trust
<u>Post Number:</u>	<u>Division:</u> The Zone
<u>Responsible to:</u> Katy Stockdale	<u>Business Unit/Section:</u> NCS

Overall Purpose of Job:

Huddersfield Giants Community Trust based at The Zone in Huddersfield have been commissioned to expand the delivery of The National Citizen Service (NCS) programme and are the prime delivery partner in Huddersfield. The NCS programme offers 16 and 17 year-olds from different backgrounds the opportunity to build skills for future work and life. The scheme aims to bring young people from different backgrounds together to develop greater confidence, self-awareness and responsibility. It encourages personal and social development by working on skills like leadership, teamwork and communication. The skills learned through voluntary social action are widely documented to have a positive impact on the employability skills of a young person.

Main Responsibilities:

- Maintain management of high quality and locally grounded programs delivering throughout summer and autumn seasons.
- Directly manage and recruit the programme team, ensuring personal development.
- Support the NCS sales Coordinator to work with mainstream school coordinators to collate information for young people who require additional support or care through the NCS Program.
- Support all delivery programs, working with programme managers closely to ensure best practice at all times, including on call management.
- Work with parents/guardians and external companies to assess the need of an individual prior and post-delivery.
- Assist in safeguarding of all programs and work directly with NCS Manager to provide further quality to all safeguarding provisions and practice.
- Deliver staff training and seasonal staff development.
- Attend regional meetings, national conferences and YH2 forum meetings.
- Assist in management of the NCS Trust innovation pilot, including school coordinators agreement and kirklees council partnership.
- Ownership of project management, to develop departmental growth, performance and quality, with a focus on the customer journey.
- To sustain further inclusive practice that support and attract young people to sign up to the NCS program.



Knowledge Skills and Experience required

Essential attributes

- Educated to GCSE level or equivalent
- Safeguarding training and experience to a high level.
- Experience of youth intervention
- Experience of working with diverse community groups and generating partnerships.
- Experience of managing critical incidents effectively.
- Strategic planning experience
- Experience of staff management

Desirable Attributes

- Able to work collaboratively with people on projects across various departments and locations
- Advanced excel skills to determine and produce statistical data.
- NCS knowledge
- Experience with local community organisations and charities.
- Salesforce and MI reporting experience.
- Skills of HR and recruitment of staff.
- Management/ assistant of youth lead programme

Contacts and Relationships:

To be able to work effectively in providing support mechanisms and welfare for young people on program.
To maintain professional relationships within our community.
To withhold an effective relationship with NCS manager, collaboratively working together.

As the work will involve substantial access to young people all successful applicants will have to provide satisfactory DBS disclosure at the enhanced level of their suitability to work with children before an appointment.

WORK ENVIRONMENT

Work Demands:

- Hours of work will be 37.5 hours per week.
- Salary £20,000- £23,000 (dependant on experience)
- All staff are expected to telephone the NCS Manager (01484 484168) as soon as possible on the first day of sickness if they are unable to attend
- To arrive at the designated premises in time to prepare for the commencement of the activities.



Additional Demands:

- Office Based in Huddersfield at the Zone
- Travel will be required
- Programme delivery and residential management will be required
- Admin support will be required
- Flexible working hours will be required

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The deadline for Applications Is Friday 7th of December, if your application is successful, interviews will be held provisionally held W/C Monday 10th of December.