

**Job Description**

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| **Job Title:** | *NCS Programme Lead* |
| **Job Purpose:** | *This is a varied and fulfilling role to lead the NCS Community Programmes in Leicester & Leicestershire. There are 3 key functions of the role:*  *- Recruitment of young people to the programmes*  *- Leading the design and planning of the programmes*  *- Delivering the programmes, and briefing colleagues to co-deliver.* |
| **Reports to:** | Careers Team Manager |
| **Location:** | Based at our Leicester office (LE3 5AG).  You will be required to visit schools in Leicester, Leicestershire and Rutland on a regular basis to raise awareness of the programmes. |
| **Hours of Work and Salary:** | 37.5 hours per week. Mon to Fri with 4 weekends per year.  £24,000 to £26,000 per annum based on experience. |
| **Our Values:** | Adding value for all  Respect and value  Continual Innovation  Evidence based practice  Doing business efficiently |
| **Our Culture:** | Continuing to innovate  Responding to challenge and supporting each other  Nurturing talent and recognising achievement  Changing to grow  Listening to our customers  Taking pride in what we do |
| **Job Summary:**  This is an exciting opportunity to lead the development, delivery and evaluation of our NCS (National Citizen Service) Community programmes with a minimum of 48 hours of workshops per programme, with 3 main responsibilities:   1. To build relationships with staff in local schools and community groups to promote the programme and ensure young people are aware and are encouraged to take part in our programmes, with targets for the number of participating students. 2. To plan, design and develop interactive and engaging workshops on employability, wellbeing, life skills, social action and volunteering that are innovative, fun and impactful, in line with programme guidelines. 3. To lead the delivery of the programmes, running engaging and purposeful workshops for all participants and briefing colleagues to assist with the delivery.   *This role requires strong verbal and written communication skills and an ability to build partnerships with a wide range of people to. An interest in enabling young people to develop valuable life skills is essential for this role.*  *This position is the key role in our delivery of high quality NCS Community programmes and requires a creative approach and determination to achieve success.*  *A drive to maintain high standards is essential, along with ensuring young people’s data is correctly processed.*  *The role also includes an opportunity to support LEBC’s wider work and to develop social media campaigns.* | |
| **Main Responsibilities:**   * Planning, delivering and developing innovative programmes that meet the NCS Community programme criteria on the topics of: Employability, Life Skills and Social Action and Volunteering. * To achieve targets for young people participation, including social mix targets, monitored on a daily, weekly and monthly basis. * To build rapport with key contacts in schools and colleges, ensuring they are kept up to date with their students engagement and making the most of any opportunities to promote and raise awareness of NCS. * Delivering high impact and engaging presentations to a range of audiences including large audiences of 200+ Year 11 students in local school, to provide them with accurate information and the opportunity to book a place. * To prepare a range of marketing materials for young people, parents, schools and businesses. * To ensure all paperwork is completed by participants before they take part in the programme. * To lead the programme design and delivery, including setting dates for programmes and designing the programme, developing previous content and coming up with new workshops too. * Working with partners in colleges to enable as diverse a mix of young people can access the programmes as possible. * To ensure diversity targets are met including working with community partners and young people who may have barriers to participation in NCS including Looked After Children, SEN and NEET’s. * To engage with parents/guardians of year 11&12 students, through the schools and through other networks to ensure they are aware of the NCS opportunity. * Planning and implementation of Keep Warm activities to ensure participants attend the programmes. * To deliver events in line with LEBC and NCS branding and quality guidelines.   **Health & Safety and Safeguarding:**   * To work with our H&S assessors to ensure risk assessments are in place for programmes and where appropriate for specific participants. * To follow internal controls and reporting systems to ensure all project deliverables meet the evidence requirements by LEBC management and the NCS Trust.   **General:**   * To contribute at all times to the overall experience of customers and stakeholders to deliver the best possible service. * Promotion of NCS and all wider LEBC services to stakeholders including schools and colleges, employers, local councils, community/voluntary organisations, MP’s, the media and charities. * To follow safeguarding, confidentiality, data protection and quality assurance procedures.   The job description is not definitive or exhaustive and it may be reviewed in the light of changing circumstances and business need. | |
| **Benefits**   * *Salary – £24,000 to £26,000 depending on experience* * *25 days Holiday plus 8 bank holidays* * *Time off in Lieu flexible working system* * *Company Pension Scheme – 10% contribution following 6 month probation.* | |
| **Additional information**   * *Full driving license and access to a vehicle insured for business use highly desirable for this role.* * *LEBC is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required for this role.* * *For a confidential discussion please contact:* [*Rachael.Clarke@leics-ebc.org.uk*](mailto:Rachael.Clarke@leics-ebc.org.uk) | |

**Personal Specification** *(remove those inappropriate to role and add more if necessary)*

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| **Qualifications and Training** | **Essential** | **Desirable** |
| Youth Work qualification |  | ✔ |
| Teaching / Training qualification at any level |  | ✔ |

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| **Skills and Knowledge** | **Essential** | **Desirable** |
| High standard of verbal and written communication skills | ✔ |  |
| Ability to present information to a range of audiences | ✔ |  |
| An interest in the personal and social development of young people | ✔ |  |
| Knowledge of using Excel (basic SUM functions and use of filters) |  | ✔ |
| Knowledge of using any software (Power point Publisher, Canva) to create engaging workshop content |  | ✔ |

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| **Experience** | **Essential** | **Desirable** |
| Experience of working with young people aged 15 to 17 | ✔ |  |
| Experience of being creative to overcome barriers and problem solve | ✔ |  |
| Experience of working to achieve and over deliver on targets | ✔ |  |
| Experience of working with a wide range of customer groups |  | ✔ |

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| **Job Circumstances** | **Essential** | **Desirable** |
| Full UK Driving Licence and own transport | ✔ |  |
| Willingness to work outside normal hours and flexibility to work occasional evenings and 4 weekends a year, with prior notice given | ✔ |  |

To apply, please send your CV and a covering email to [Rachael.Clarke@Leics-EBC.org.uk](mailto:Rachael.Clarke@Leics-EBC.org.uk)