

Job Description

Job Title: NCS Programme Lead

Name of Jobholder:

Reports to (title): Community Programme Manager

Department: Foundation

Date: October 2021

Main Purpose of the Job

To lead on end-to-end delivery of the NCS programme, line manage Programme Coordinators and act as a Designated Safeguarding Lead. This will include managing relationships with education institutions to recruit young people, overseeing programme set-up and delivery, and recruit, train and manage seasonal staff.

Specific Tasks and Responsibilities

Main Duties - Young Person Recruitment:

- Maintain and develop relationships with senior leaders in targeted schools and colleges, creating and implementing contractual agreements which leads to the meeting of the contracted place target.
 - Maintain and develop relationships with targeted community groups including referral agencies, youth sector and other voluntary organisations, Local Authorities and other stakeholder organisations in support of young person recruitment targets.
 - Line manage up to two NCS Programme Coordinators carrying out their day to day duties, and when implementing quality improvement plans for school engagement and recruitment activity.
 - Support the Coordinators to devise and implement a School and Community Engagement Strategy that includes a focus on priority schools/colleges and areas, is based on previous performance and is tailored to each school, college or referral agency and their young people.
 - Identify potential barriers to participation for young people and seek ways to address those.
 - Analyse application data and liaise with Programme Coordinators and the Community Programme Manager in relation to the planning and delivery of recruitment events; amending recruitment plans accordingly to ensure lead generation activity meets the targets and sign-up demand profiles.
 - On occasion, deliver presentations, workshops and other activities within schools and colleges to prospective young people, parents/guardians and teachers.
 - Support the Coordinators in developing and implementing bespoke programmes and utilising other Lancashire Cricket Foundation staff.
 - Liaise with young people and parents/guardians to determine if additional support is required and write funding proposals to secure such support.
 - Conduct home visits if required.
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Main Duties - Programme set-up and delivery, and recruit, train and manage seasonal staff:

- Lead on programme setup activity and ensure all logistics are in place to facilitate the delivery of the NCS programme that results in high customer satisfaction.
- Coordinate the delivery of Skills Booster programme and seek opportunities to use this to positively impact on recruitment from priority schools/colleges and areas.
- Develop and maintain a network of relationships with a range of community partners that are beneficial to the local community and support the delivery of the NCS programme.
- Develop and maintain strong working relationships with other Delivery Partners' staff, sharing best practice and identifying opportunities for collaboration.
- Develop an engaging NCS curriculum, supported with session plans and resources.
- Support the Community Programme Manager to devise and maintain an operational budget for the programme and seek opportunities for cost savings whilst maintaining programme quality.
- Lead on the recruitment, assessment, training, deployment, and appraisal of seasonal staff.
- Line manage the Wave Lead during summer and autumn NCS delivery seasons and be the first point of contact for incident management support.
- Act as a Designated Safeguarding Lead for the delivery of NCS activities.
- Undertake programme setup and quality assessment activities as required by the Community Programme Manager.
- Analyse data and use this to produce end of season reports and influence future delivery.
- Support Coordinators to design and deliver an engaging Changemakers programme in line with contractual requirements.

Supporting the work of Lancashire Cricket Foundation:

- Assist in the delivery of high profile events.
- Maintain relevant office/electronic filing systems.
- Promote equal opportunities in the workplace and delivering services, which are accessible, and appropriate to the diverse needs of service users.
- Assist to embed a culture of excellence and continuous improvement.
- Effectively promote all Lancashire Cricket Foundation projects and programmes.
- Identify opportunities for Lancashire Cricket and the Foundation.
- Carry out other duties which the Community Programme Manager may need to allocate from time to time to ensure the effective and efficient running of the organisation.

Professional Standards:

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- Work flexible hours to include some evenings, weekends, and residential as required.
- Follow Data Protection principles and policies and keep data secure and encrypted as advised.
- Provide quantitative and qualitative progress reports and any other statistical information as required.
- Engage in a managed continuous personal development plan, based on a learner centred approach and the needs of the role.
- Operate safely within the workplace with regard to Health and Safety policies, procedures and safe working practices of the Lancashire Cricket Foundation and Lancashire Cricket.
- Adhere to the Lancashire Cricket Foundation's Policies and Procedures on confidentiality and the management and sharing of information.
- Wear and maintain issued uniform or clothing as directed and maintain conduct in accordance with the high profile of the Lancashire Cricket Foundation and other partners.
- Maintain a flexible approach and to undertake such other duties as may be required from time to time and which are commensurate with the salary and grading of the post.

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.*

Note:

- **The Lancashire Cricket Foundation is a charitable organisation and as such all staff will be required to support the various annual fundraising activities and initiatives as requested by the Senior Management Team.**

Confidentiality:

Any information relating to people contacted by the LCF acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Disclosure:

Because of the nature of the work of the LCF, we take Child Welfare very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact our County Welfare Officers or a member of the management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. The ECB has decided that this shall be at the ENHANCED level. By completing an application for this post, you agree to this procedure.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. The ECB is registered with the Disclosure & Barring Service for the purposes of obtaining Disclosures and is committed to the Disclosure Code of Practice. Further information can be obtained from: www.disclosuresdb.co.uk.

Knowledge / Experience / Skills Needed

Essential Skills:

- Educated to A Level or equivalent
- Excellent and highly developed communication skills, capable of interacting with different sized groups of students of various ages and from different backgrounds, as well as senior managers, teachers, referral agency staff, parents, business owners, Local Authority staff, and charity workers.
- Appreciation of how engagement in youth work programmes can positively impact on wider community and societal issues.
- An understanding of the challenges faced by young people and an ability to engage, motivate, and inspire them to overcome these challenges.
- High-level relationship and contract management skills.
- Be self-motivated and able to motivate and lead others.
- Leadership and project management skills, and the ability to reflect, review and adapt.
- Excellent IT skills with experience of using IT systems, websites, and social media.
- The ability to use a solution focused approach to problem solving and remaining calm in pressure situations.
- Excellent organisational skills.
- The ability to work under pressure and meet targets.
- Must be prepared to work evenings and weekends on a regular basis.
- Sensitivity and flexibility in working with a diverse range of young people.

Experience of:

- Coaching, mentoring, and supporting team members.
- Young person recruitment.
- Staff recruitment.
- Inclusive curriculum design.
- Managing budgets.
- Youth work / outreach work / work in educational settings.
- Building relationships with schools, community groups and other stakeholder organisations.
- Handling Safeguarding concerns.
- Analysing data and reports to identify trends and areas of service improvement.
- Event organisation.

Assignment and planning of work: Community Programme Manager

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed: March 2022
