



Job Description: National Citizen Service (NCS) Recruitment and Engagement Officer

Title: NCS Recruitment and Engagement Officer	Reporting to: Programmes Manager
Salary: £17,000 - £19,000	Hours: 35 hours per week minimum
Base: Element Society Youth Hub, Yorkshire House 66 Leopold Street, Sheffield, S1 2GZ	Date: Start date – Immediate
<i>Please note: Element Society is committed to safeguarding children and young people to the highest standards. Safeguarding children and young people is everyone's responsibility at the charity.</i>	

Job Purpose:

An opportunity has arisen for a dynamic and goal-orientated individual to join Element Society to support the delivery of our NCS programme to fifteen -seventeen year olds in the Sheffield area. In this position you will go out to engage with young people and parents to ensure their participation in NCS. It requires passionate and enthusiastic people motivated by providing opportunities for young people and reaching ambitious targets.

Overview of Key Roles and Responsibilities:

Effectively manage the recruitment and engagement of participants for the National Citizenship Service (NCS) programme through Element Society. Roles include but are not limited to; marketing the NCS opportunity through effective working partnerships with schools, planning and delivery of assemblies and recruitment activities in allocated schools/colleges, 'keep warm' events and ongoing participant engagement (inc. ongoing RAG rating). Also engaging with stakeholders and other alternative organisations to compliment mainstream recruitment.

Responsible for keeping recruitment kit, materials and merchandise well-kept and organised in the appropriate areas. You will be expected to engage with young people, parents/guardians, stakeholders and other organisations Element Society is linked with. The means of contact will be in person, phone calls, email and social media to promote the Element NCS programme and engage to obtain and verify relevant data. All recruitment and engagement activity is to be carried out with the overall view to ensure maximum uptake of allocated programme places on the Summer and Autumn programmes measured by sign up and turn up figures.

You will be expected to carry out your role in a professional manner as you will be representing Element Society and the NCS brand. You will be responsible for the safety and wellbeing of those under your supervision involved with the programme including staff, volunteers and participants. Though your role focuses on recruitment and engagement, you may be required to support other programmes run by Element Society, and sign post young people to further opportunities that support our ethos. You will be working as part of a team, aiming to achieve team and individual targets set by your manager.

The foregoing roles are neither exhaustive nor exclusive and the post holder may be required from time to time to undertake any other duties commensurate with the grade and position of the post in the organisation. The post holder will be required to operate within the guidelines of the Health and Safety at Work Act at all times.



Person Specification:

Skills, experience and qualities required for the post:	Essential	Desirable
4 GCSEs A-C including English and Maths or equivalent vocational qualifications (e.g. NVQ L2)	✓	
Teaching or training qualification		✓
University Degree		✓
Youth qualifications		✓
Sport coaching qualifications		✓
Enhanced DBS check*	✓	
First Aid at Work qualification*	✓	
Prior experience of working with young people (desirable at secondary school age)	✓	
A genuine interest in the welfare of young people and commitment to supporting them	✓	
Experience of risk management, safeguarding and prevent	✓	
Excellent communication and interpersonal skills, with the ability to communicate with people at all levels	✓	
Ability to deliver presentations and adapt presentation style to a varied audience	✓	
Must be able to demonstrate an ability to build a rapport with young people and maintain effective, professional relationships	✓	
Must be able to demonstrate problem solving skills, ability to motivate, inspire and use your own initiative	✓	
Strong work ethic, excellent time management skills and motivated to work towards targets	✓	
Must be able to demonstrate the ability to effectively and respectfully resolve potential or existing conflicts, showing creativity and resourcefulness	✓	
Prior knowledge of the NCS programme and the ethos		✓
Empathic, sensitive and approachable nature	✓	
Ability to remain calm and composed in difficult situations	✓	
Good organisational and problem-solving skills	✓	
Knowledge of how to market activities/events to young people including social media		✓
Experience working with young people in a residential setting		✓
Experience of working with young people with additional needs		✓
Experience in project management		✓
Good knowledge of the local area		✓
Experience in managing records / paperwork		✓
Uploading data, monitoring and reporting via Salesforce*	✓	
Competent in using IT equipment and software (e.g. Microsoft Office, Gmail etc.)	✓	
Full UK driving licence		✓

*Element Society can provide these criteria.

Safeguarding:

Element Society is committed to safeguarding children and young people to the highest standards. Safeguarding children and young people is everyone's responsibility at the charity.

The health, safety, welfare and moral education of young people are a first priority, before the success of the programme or the reputation of the charity, school, client or parent. Children and young people's welfare is paramount.

We uphold the safeguarding principles and requirements of registered charities who work with children, young people and vulnerable groups, outlined by the Charity Commission.

Element adopt and implement good practice to minimise opportunity for abuse, provide safe and secure environments, and to ensure young people are supported in an appropriate manner.



POWERED BY



PLEASE NOTE: IF YOU ARE APPLYING FOR THIS ROLE, WE DO EXPECT YOU TO BE ABLE TO DEMONSTRATE YOUR COMPETENCY IN EACH OF THE CRITERIA WITHIN THIS JOB DESCRIPTION IN YOUR APPLICATION IN ORDER FOR US TO OFFER YOU AN INTERVIEW.

Essential Dates:		
Event	Date	Location
Application Deadline	5pm Thursday 30 th May 2019	N/A
Interviews	Upon request	Element Society HQ

Application process: Please submit a completed copy of our application form explaining how you meet the relevant skills, experience and qualities set out for the post. All applications must be submitted via email (you will be requested to sign this at interview).

For application submissions, more information or an informal chat about the role please contact:

A handwritten signature in black ink, appearing to read 'Will Earp'.

Will Earp
Youth Programmes Managers

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