



Transforming Learning  
through Leadership

## Job Description

**Job title:** NCS Recruitment Co-ordinator

**Reports to:** NCS National Sales Manager

**Area:** Northampton

### **Main purpose of the role:**

To recruit young people to take part in our NCS programmes.

To achieve this you will work to raise the profile, and encourage participation in NCS within schools, colleges, key local organisations and with young people and parents directly within a defined geographical area in order to achieve defined targets.

### **Main duties and responsibilities:**

1. To work with the NCS National Sales Manager to agree a recruitment strategy for young people, targeting and ensuring social mix to meet Sign up and turn up target numbers of young people.
2. To encourage participation from young people by promoting the NCS programme in schools and colleges; taking assemblies, running workshops and other innovative events.
3. To be responsible for the recruitment of target numbers of suitable participants, attending and running events to promote the programme, visiting schools and other organisations and contacting young people.
4. To maintain contact with the educational establishments and young people, following up expressions of interest and converting suitable participants onto the programme.
5. To organise and run parent/carer workshops and provide additional information regarding the programme to young people and their families/carers.
6. To provide ongoing support/information where required to participants to ensure they remain committed to the programme prior to attending
7. To ensure the CRM (Salesforce) and monitoring systems are accurate, up to date and effectively maintained and all locally generated documentation is updated in a timely manner.
8. To build and maintain effective professional relationships with colleagues, partner organisations and schools.

9. To offer a high standard of service to both internal and external customers, providing appropriate, accurate information and demonstrating a professional, helpful and positive manner.
10. To demonstrate effective forward planning; organising and prioritising own time to meet the anticipated work load and delivery targets and objectives.
11. To ensure that all activities operate within the UFA policies and procedures, in particular child protection, health and safety and equal opportunities and subscribe to the philosophy, principles and practice of the UFA and it's quality standards
12. To carry out such other duties as are within the scope and spirit of the job purpose, the title of the post and level of responsibility and offer support to others when required.

### **Special Conditions**

*The post holder will be expected to undertake duties outside normal school hours, during school holidays, at weekends and in the evenings. The post holder must own or have access to a car, valid driving licence and business insurance.*

### **Equal Opportunities Statement**

The AoY is committed to a policy of equality of opportunity in its employment practices.

### **Safeguarding Statement and Requirements**

UFA is committed to safeguarding and promoting the welfare of young people taking part in the programme. We expect all staff to share this commitment.

As part of this commitment to provide a safe environment for our young people, we require all candidates to return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. UFA will assist the application and for the processing of, a new DBS for staff members where required.

We also require two satisfactory references, including your current or last employer. Referees can be employers or anyone to whom you are known in a professional or academic context.

### **Criminal Record Disclosures**

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not in itself, debar that person from being appointed to this post. Candidates will be given an opportunity to provide us with information on their criminal record. This information will be handled sensitively. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying. If you would like to speak to someone in confidence about declaring a criminal conviction or disciplinary sanction please contact [rshaw@ufa.org.uk](mailto:rshaw@ufa.org.uk), Designated Safeguarding Officer.