



Transforming Learning
through Leadership

Job Description

Job title: NCS Recruitment Co-ordinator

Reports to: NCS Sales Manager

The UFA is an educational charity raising young people's aspirations and achievements by improving confidence and self-belief through exciting and memorable educational experiences is at the heart of what we do. UFA provides real opportunities for young people to develop their leadership whilst making a positive difference for others, through social action. We have an unshakeable belief in the power of young people to create a tomorrow that is better than today. Since 1996, we have worked with over 750,000 young people and 6,000 adults in multiple regions, to deliver inspiring programmes for all. We currently have staff working across the regions in Birmingham, Derbyshire, Milton Keynes, Northampton, Suffolk, Durham, Yorkshire, Wiltshire and Newquay. The UFA delivers programmes, inspiring young people and adults that support them to become confident individuals, successful learners and responsible leaders in their community.

Main purpose of the role:

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

In order to do this, you will need to have the confidence to stand up in front and present to audiences of hundreds of people and sell them the experience in schools, colleges and youth groups.

Confidence and an ability to motivate are must haves so some public speaking experience would be useful, but we will provide full training!

We are looking for someone who is passionate about changing the lives of young people(15-17years) and who is extremely target driven.

Also someone who can build and maintain relationships with a wide range of key stakeholders including teachers, parents/guardians, community leaders, governors etc. in order to gain support for NCS.

Main duties and responsibilities:

1. Deliver high quality, engaging presentations, follow up events and PHSE lessons to young people in schools to inspire them to sign up to NCS.
2. To work with your NCS Sales Manager to reach individual and team targets by schools and other recruiting sites for the number of young people who express an interest and then sign up.
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 contact young people and parents, following up expressions of interest and converting suitable participants onto the programme, from presentations to

dealing with the administrative duties needed to support young people through the process.

5. To organise and run parent/carer presentations providing 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 such as calling on a regular basis.
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 work on the programme with your own team of young people when required.
12. To ensure that all activities operate within the UFA policies and procedures, in particular child protection, safe guarding, health and safety and equal opportunities and subscribe to the philosophy, principles and practice of the UFA and its quality standards.
13. 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.

Essential

1. Full UK driving licence and access to your own car.
2. Motivation to work towards and exceed targets (team and personal).
3. Excellent communication skills both in person and over the phone.
4. Confidence to present and engage with young people age 15- 17 years.
5. Experience of time management and IT proficient.
6. Able to take direction and willing to learn.

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.

National Citizen Service (NCS)

The NCS is the government's flagship youth programme for 15- to 17-year olds, launched nationwide in 2013. Over 500,000 young people have participated in NCS since it began, contributing millions of hours of social action in the process. Participants experience residential activities away from home and team-based skill building sessions, before developing their own Social Action Project designed to benefit their local communities. The programme runs for three or four weeks (weekdays) in the summer and in a condensed version at other times during the year. NCS aims to create a more cohesive, engaged and responsible society.

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 dcoyle@ufa.org.uk or hbentley@ufa.org.uk, Designated Safeguarding Officers.