Job title: Head of NCS Curriculum

Reports to: Head of NCS

Hours: 25 hours per week. Flexibility on when this is done.

Location: Flexible but frequent national travel and regular meetings in Birmingham

Salary: £21,000 for 25 hours per week (£32,000 pro rata)

Main Purpose of the role:

To design, write, review and support delivery of UFA’s NCS Curriculum. Leading from the front and ensuring UFA’s curriculum is of the highest quality, this role will ensure high quality outcomes for all Young People and Staff taking part.

Main duties and responsibilities:

1. To work collaboratively with colleagues on the design and development of UFA’s NCS curriculum, actively engaging with our customers and partners in the process.

2. To develop curriculum that engage with a variety of audiences ensuring that the principles of NCS and UFA are maintained.

3. To ensure the monitoring and evaluation framework effectively measures the outcomes of the NCS programme, which can be used to inform future delivery, support the tendering process and meet the Charity’s objectives.

4. To write and deliver training to trainers and staff. Managing our training associate to aid with this.

5. To work with existing staff to identify areas of improvement, lessons learnt and build on feedback and external audits.

6. To keep up to date with emerging trends, best practices and policies within the education and youth sector.

7. To build professional networks with external organisations to share best practise within the NCS network.
8. To meet the submission requirements of the NCS Trust and various Regional Delivery Partners.

9. To play a part in ensuring the overall quality of delivery including the training of staff, resources provided to staff and venues.

10. To offer a high standard of customer service to both internal and external customers, providing appropriate and accurate information, while demonstrating a professional, helpful and positive manner.

11. To seek opportunities to promote and raise the profile of the organisation, engaging local stakeholders and media in the work of the AoY and in particular our education delivery in the area.

12. To contribute to UFA through collaboration with other managers, organisational wide special projects and initiatives as required.

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

Person specification

Knowledge and Experience
- Extensive experience of writing curriculums designed for 16/17 year olds. Ideally within NCS.
- Experience of conducting audits and leading a review cycle
- Experience of measuring impact
- Evidence of putting young people’s needs at the heart of delivery
- Experience of successfully managing relationships with partner organisations from youth and education sectors
- Experience of successfully managing performance of multi-site teams
- Knowledge of the current policy agenda and application within the field of education, social inclusion, safeguarding and citizenship.
- Experience of writing and delivering high quality training

Skills and Abilities
- Excellent communication and presentation skills, highly articulate in a range of situations
- Strong leadership skills
- Highly effective influencing and negotiating skills
- Strong interpersonal skills, able to work effectively with a wide range of individuals and organisations.
- High level of personal organisation and time management
- Able to work under pressure and balance conflicting demands and priorities
- Ability to network and establish professional relationships with a wide range of individuals and organisations.
- Strong analytical skills to assimilate facts define problems and develop solutions.
Training
- To undertake appropriate training and development in connection with the post.

Other
- A commitment to working with and improving learning for young people.
- The post holder will be expected to undertake duties outside normal working hours, during school holidays, at weekends and in the evenings and includes national travel.

Equal Opportunities Statement
UFA is committed to a policy of equality of opportunity in its employment practices.

Safeguarding Statement and Requirements
UFA is committed to safeguarding and prompting 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, Designated Safeguarding Officer.