



# NCS Co-ordinator Appointment Brief

## NCS Co-ordinator

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

The role of NCS Co-ordinator will add energy, purpose and substance to the team as it pushes forward into new delivery areas. This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in an open plan office in Aylesbury but will be involved in delivering the programme across the whole of Bucks, Milton Keynes and Slough. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

### Our Corporate Strands

- Outdoor adventure and learning
- Programme Delivery – our Inspiration Programme and other programmes are designed to enable young people to discover their strengths and optimise their potential
- Infrastructure Support

### Our Corporate Goals

- To provide outdoor education to enable young people to grow and develop
- To provide fit-for-purpose, demand-led infrastructure support that strengthens the capacity of youth organisations and enhances their voices and influence

- To deliver, in addition to outdoor education, a range of frontline services which contribute directly to the Action4Youth mission

## What we do

Action4Youth is a leading delivery partner for the National Citizen Service (NCS) and consistently over delivers in terms of both quality and quantity.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 100 organisations in membership and offers a range of essential support and services.

Our outdoor centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire and Milton Keynes for Open Awards Groups for the Duke of Edinburgh Award Scheme.

## Job Description

### Job Title

- National Citizen Service (NCS) Co-ordinator

### Position in the Organisation

- **Reports To:** NCS Project Leader
- **Working With:** Other members of the NCS team, schools, key partners including the management partner, young people and parent/guardians.

### Main Purpose and Scope of the Role

NCS is a government-funded initiative that brings together schools, community organisations, businesses and individuals to build a stronger and more cohesive society. Action4Youth is the Delivery Provider for Buckinghamshire, Milton Keynes and Slough with a proven track record of successful delivery.

This role will work collaboratively with the NCS staff team to successfully deliver all aspects the National Citizen Service programme (NCS) for Action4Youth's summer and autumn programmes. Key phases of each programme include preparation, supporting with recruitment of young people, delivery of the programme itself and the extension phase.

Each NCS programme consists of:

- A period of recruitment support with 16 – 17 year olds, their parents/guardians
- An adventurous residential phase
- Residential/non-residential discovery experiences, with young people learning new skills and the needs of their local community
- Completion of a social action project, with young people giving something back to their community
- A celebration event and ongoing volunteering and social action activity as an NCS graduate known as the extension phase.

### Duties and Key Responsibilities

- Supporting the management partner with recruitment of young people over the telephone, social media and face to face
- Entering data on to the NCS CRM system
- Assisting the Project Leader to plan and deliver engagement activities for young people and their parent/guardians

- Delivery of a high quality NCS programme to young people across Buckinghamshire and other designated areas
- Wave lead two summer NCS programmes of around 100- 150 young people (this includes residential) between June – August
- Work as a Team or Wave Leader on at least three Autumn NCS waves (including residential) between September – December
- Develop positive relationships with the parents/ guardians of the young people to ensure commitment to the programme, and young people themselves
- Support young people to create quality social action projects in their local communities
- Assist the NCS Project Leaders in planning and implementation of NCS celebration and extension programmes
- Put systems in place to support young people to be able to reflect on their experience
- Work with Local community organisations to identify need
- Act as an Ambassador for Action4Youth at all times

## General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.
- Support in other areas of the organisation as required by the CEO
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by your Line Manager, CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification: NCS Co-ordinator	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
<b>Skills, Experience and Knowledge</b>		
Previous work experience in the youth, education or community sector	D	A
Experience of planning, monitoring and evaluating work with young people	D	I
Experience of working with young people in a residential or outdoor setting	D	A
Excellent communication skills, including being able to positively engage with young people from a wide range of backgrounds and actively involve them in the decision making process.	E	I
Confident user of IT, including Excel, Word, PowerPoint	E	A
Experience of using a CRM system	D	A
Experience of using social media for business purposes	D	A
A full UK driving licence and access to a vehicle	E	A
Practical experience of designing and delivering presentations to a varied audience	D	I
<b>Qualifications</b>		
A strong academic record or equivalent experience	D	A
<b>Personal Attributes</b>		
A team player with a cheerful disposition who is outgoing, friendly, approachable, flexible and enthusiastic	E	I
Committed to young people's personal and social development and to providing opportunities which enable them to reach their full potential.	E	I
Integrity and discretion when dealing with sensitive information and	E	I

compliance with data protection requirements		
A flexible approach to work including willingness to take on tasks outside the normal remit and to work irregular hours.	E	I
Confidence to present to and motivate large/small, formal/informal meetings	E	I
Ability to understand and deliver effective communications to diverse audiences.	E	I
Prioritise and manage large workloads.	E	I
Ability to work alone using own initiative	E	I
Be committed to personal development and further training, as appropriate to the development of the role and Action4Youth	E	I

## To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to [jan.knight@action4youth.org](mailto:jan.knight@action4youth.org)

If you would like an informal chat regarding the role please email Emily Davis [emily.davis@action4youth.org](mailto:emily.davis@action4youth.org) or call 0300 003 2334

Closing Date for Applications: Friday 9 April 2021 at 12 noon

Interview Dates: Monday 12 and Tuesday 13 April 2021

Action4Youth  
5 Smeaton Close  
Aylesbury  
Buckinghamshire  
HP19 8UN

Telephone: 0300 003 2334  
[www.action4youth.org](http://www.action4youth.org)