**Project Officer (National Citizen Service)**

**Department:** Watford FC Community Sports and Education Trust

**Reporting to:** Project Manager (NCS)

**Hours:** 37.5 per week

**Salary:** £22,850 - £26,000 (based on experience)

**Location:** Primarily based at Vicarage Road Stadium

**Contract Type:** Fixed term to 31/12/2024

**Closing Date:** Sunday 6th February 2022

**Interview Date:** Wednesday 16th February 2022

Our vision is to ‘improve lives, enhance communities’ and aim to ‘make a positive difference for all through sport, physical activity and learning’. We have developed a strong track record of delivering high quality community-based initiatives and services.

Our work focuses on three priority areas: Health & Wellbeing, Learning & Skills, and Social Inclusion, alongside a core theme of work in Football and Sports Development. These are all underpinned by our promise to deliver accessible opportunities.

**Summary of your role:**

You will work alongside and support the Project Manager (NCS) to help manage the programme, develop strong and meaningful partnerships with a range of stakeholders, and oversee the delivery in Watford, Three Rivers, Hillingdon, and Harrow.

You will help coordinate and implement the Trust’s NCS offer with the responsibility of the day-to-day running and delivery of the programme including residentials and key contractual components.

In addition, you will support the delivery of other learning and skills-based programmes whilst working closely with members of the team, to develop and run new projects, activities, and events, as and when appropriate.

**Your key responsibilities, but not limited to:**

* To help plan, organise and run aspects of NCS delivery.
* You will be responsible for the recruitment of young people to the NCS programme.
* You will be responsible for the planning and delivery of recruitment and ‘keeping warm’ activities in order to achieve high ‘turn up’ rates.
* You will be responsible for arranging and delivering exciting and challenging activities to engage young people throughout the programme.
* To help ensure that all young people have a positive experience.
* To help support a range of partners such as local and national charities, local volunteer centres and community groups through the running of social action projects, to maximise the impact of the NCS programme.
* To market and promote NCS within a variety of community settings including schools and colleges.
* Provide opportunities for participants to reflect and evaluate their experience and capture this evidence via reports, case studies and testimonies.
* Attend relevant training and review events as and when required.
* Ensure that the Health and Safety, Safeguarding and other relevant policies are implemented and adhered to throughout the programme
* Undertake any other relevant duties related to the further development, promotion, and sustainability of the programme.
* To help develop and grow NCS within the Trust and other regions

**You Must Have:**

* A proven track record of developing and managing projects in the public, private or voluntary sectors such as youth and community work, teaching, social work, or management.
* Experience of working with young people (16-25 years) and their families/guardians, particularly those young people identified as vulnerable or as having complex needs within a community setting.
* Experience of managing and overseeing matters of safeguarding including identification and reporting of child protection concerns, risk, and data management.
* Experience of working on own initiative to an agreed action plan and effectively monitoring service quality standards and performance.
* Experience of working in a multi-agency environment and the proven ability to develop effective working relationships with other professionals/organisations.
* Demonstrated ability to incorporate and demonstrate an equal opportunities perspective in all areas of work, including race, disability, sexual orientation, and gender.
* Experience of managing casual staff and/or volunteers.
* Excellent communication and inter-personal skills to enhance working relationships.
* Calm temperament with experience of working under pressure.
* Self-motivated with a positive, solution focused attitude.
* Proficient IT skills using Microsoft and data management systems, to write reports, case studies, presentations, and collection of data.
* A full driving licence and access to a vehicle for business use.
* Have a flexible approach to work and be able to work unsociable hours (including evenings and weekends) and able to lead on residential programmes throughout the delivery seasons.

**Ideally Have:**

* Hold as a minimum - Statutory and Mandatory Safeguarding Children and Young People Level 3
* Experience of planning and delivering the National Citizen Service (NCS) or equivalent

**What is in it for you?**

* Chance to join an award-winning charity and work alongside colleagues who are determined to utilise the positive power of sport, physical activity and learning for social good.
* Friendly working environment
* Employee Assistance Programme
* Investors in People accreditation
* Opportunity to benefit from a range of training and development opportunities
* Free gym usage at our two Community Centres
* Flexible working environment
* 25 days of Annual Leave entitlement plus bank holiday’s
* Trust pension scheme

**Equal Opportunities:**

We are dedicated to fostering a diverse and dynamic working environment by building a team that represents a variety of backgrounds, perspectives, and skills. The more wide-ranging we are, the better our work will be.

We are committed to Safeguarding children and adults at risk. The necessary Disclosure and Barring Service check will apply to this post.

**Application process:**

1. If you would like to work at Vicarage Road Stadium as the Project Officer (NCS) download an application form and a copy of the full job profile located on the Watford FC Community Sport & Education Trust website via the following link: <https://www.watfordfccsetrust.com/support/vacancies/>
2. **Please send a fully completed application form, cover letter detailing why you would be suitable for the role (Only send CV’s if there is additional information that’s not in your application form)** via email to trustrecruitment@watfordfc.com or by post to Karen Stephanou – Watford FC’s Community Sports & Education Trust, Vicarage Road Stadium, Vicarage Road, Watford, WD18 0ER. If you are invited for an interview, copies of all relevant qualifications, and a copy of your proof of right to work in the UK will be needed on the day.
3. If you require any further information or wish to discuss the opportunity, please contact Rebecca Chapman, Project Manager (NCS) – 01923 496271/07718 490618 or rebecca.chapman@watfordfc.com