



Every day inspired

Job Advert

NCS Recruitment Coordinator

Vacancy Reference No: 78

Job Purpose:

To effectively engage with and manage relationships with schools, colleges, training/community providers and key delivery partners in order to plan, facilitate and deliver recruitment and promotional activities to maximise NCS programme participation.

Main responsibilities will include, but are not limited to:

- To Promote NCS in Schools, Colleges and other recruitment settings across the local areas.
- Develop and maintain relationships with the schools, colleges, local authorities and other relevant stakeholders to enhance the reputation of NCS within Sheffield Wednesday Community Programme.
- Identify and engage with key contacts within all recruitment settings to plan, manage and deliver a full year programme supporting Young people from Sign up to delivery.
- Support in the delivery of engagement events with Parents and guardians.
- Document and process data from all recruitment events of the CRM systems accurately and in a timely manner.

Skills and Experience

- Sales experience within a targeted environment.
- Excellent and adaptable communication and presentation skills.
- Experience of delivering to large audiences.
- Knowledge of the Education system/ Youth Sector
- Ability to engage well with Young People of differing backgrounds and support their development through a range of engaging activities
- Excellent Time Management, Problem Solving and administrative Skills. (In particular Microsoft Office and Google packages)

Qualifications

- Level 3 Youth and Community or equivalent D
- Safeguarding Children E
- Emergency First Aid E
- Full Driving License with Access to a car E

To apply, please send your CV to Marcus.brameld@swfc.co.uk

Closing date: 22nd October 2019