



JOB DESCRIPTION

JOB INFORMATION	
Job Title:	NCS Recruitment Co-Ordinator
Department:	Community – NCS
Site:	Training Ground
Working Hours:	37

POSITION IN THE ORGANISATION	
Reports to:	NCS Manager
Responsible for:	N/A

OVERALL PURPOSE OF JOB
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.

GENERAL DESCRIPTION – TASK RELATED
<p>Main Roles and Responsibilities</p> <ol style="list-style-type: none">1. To promote NCS in schools, college and other settings across the local area as agreed in the organisational recruitment plan2. Develop and maintain relationships with Schools, Colleges, local authorities, and other key stakeholders to promote the NCS opportunity3. Identify and engage with key contacts in schools/colleges who are in a position to arrange NCS recruitment events4. Liaise with school/college key contacts to ensure an academic year-round suite of NCS recruitment and engagement events are agreed in 100% of allocated mainstream schools5. Liaise with school/college key contacts to ensure school support with parent/guardian engagement6. Arrange and deliver events which engage with parents/guardians during the recruitment period of NCS to ensure they have a full understanding of the NCS programme and the benefits of the programme to their child



7. Deliver presentations and other agreed recruitment events to all allocated secondary schools, non-mainstream schools, colleges, and other organisations that engage with the 15-17 age group
8. Process documentation from recruitment events timely and accurate manner
9. Engage, support, and encourage young people who have expressed an interest in the NCS programme to convert from expression of interest to full sign up.
10. To achieve weekly and monthly recruitment targets as set out by the NCS Manager
11. To report key information to the NCS Manager following each recruitment event, including volume of EOIs generated, audience size, conversion rates and recruitment volumes at individual recruitment sites
12. Monitor volume of sign ups generated at each recruitment event and adjust recruitment plans accordingly to maximise participation in the NCS programme
13. Attend regular team and organisations meetings reporting key performance achievements/areas for improvement.
14. Embed the Programme Quality Framework into all recruitment and engagement activities.
15. Any other duties as reasonably requested by the line manager.

QUALIFICATIONS:

1. Experience with the NCS programme and a sound understanding of the Programme and its objectives.
2. Experience and/or knowledge of secondary and higher education sector or youth engagement / local authority sector
3. Experience of data inputting and working with a CRM system.
4. Knowledge of adhering to GDPR.

SKILLS & EXPERIENCE:

1. Sales experience within a targeted environment and proven track record as a top performer
2. Excellent presentation and communication skills with the ability to influence, persuade and listen to others effectively
3. Experience of delivering presentations to large audiences.
4. Experience and/or knowledge of secondary and higher education sector or youth engagement / local authority sector
5. Ability to relate well to young people from a wide range of backgrounds, engage them in activities which support their development and relate sensitively and confidentially to the needs of young people, parents, and their families.



Every day inspired

6. Experience of working to quantitative and qualitative targets.
7. Excellent time management, administration, and problem-solving skills
8. A commitment to supporting young people and the principles of equality and diversity
9. An understanding of safeguarding and health and safety in a youth work setting.
10. Ability to work on independently and as part of a team.
11. Excellent communication skills including written, telephone and interpersonal skills.
12. Proven planning and organisation skills.
13. A clean driving license and access to a car (Not Applicable to London)
14. Strong administrative and IT skills, Microsoft Office, and Google packages.

Application Closing Date: Wednesday 4th November 2020

Interview Date: Wednesday 11th November 2020

REVIEWED BY: NCS Manager

DATE: November 2020