

NCS Manager – Job Description

Job Title: NCS Manager

Reporting to: Head of Community and Engagement

Location: Emerald Headingley Stadium

Salary: Competitive

Hours of work: 40 hours per week, the role will require some evening and weekend working

Introduction:

Leeds Rhinos Foundation is the official charity of Leeds Rhinos. We deliver projects in the heart of the community by harnessing the power of sport to make a lasting, positive impact on individuals' lives. As Leeds Rhinos' charity we have a unique opportunity to truly change lives through sport.

We deliver a range of projects under our five principles of **Education, Health, Sport, Art and Heritage**. Sport is an engaging tool that allows our staff to work with a whole range of individuals, delivering important lifestyle messages to inspire others to make positive changes to their own lives.

NCS will be a new scheme for the charity and provide an excellent opportunity to work with 15-17-year olds offering excellent opportunities and lifelong experiences. The candidate will have the ability to grow the programme as well as leading a team to achieve target.

Purpose of the Role:

The NCS Programme Manager is responsible for managing the delivery of a high quality, safe and to specification programme for Leeds Rhinos Foundation. Responsibilities extend to the management of operational and administrative staff, oversight of health and safety and safeguarding matters as well as operational deployment and incident management. The role will be the key liaison between Leeds Rhinos Foundation and the commissioning body, (The EFL Trust).

Main Roles and Responsibilities:

1. To develop and implement a project, recruitment and community engagement strategy to recruit and retain young people onto the NCS programme.
2. To achieve weekly and monthly targets as set out by the contract managing partner and/or Funding Organisation.
3. Review recruitment data to monitor performance against overall targets and to identify and adjust approach where performance is under agreed targets.
4. To develop and manage relationships with key stakeholders including EFL Trust, NCS Trust, schools, colleges, local authority and voluntary sector organisations.
5. Meet regularly with appointed EFL Trust Performance Manager to review current performance across all aspects of the NCS programme
6. To understand and manage performance against contractual KPIs
7. Develop partnerships that support recruitment and delivery of the NCS programme

Chief Operating Officer: Bob Bowman QPM | **Chairman:** Phil Caplan

Life President: David Oxley C.B.E | **Patron:** Dr Keith Howard O.B.E

Vice Presidents: Jonny Brownlee, Kaiser Chiefs, Stuart Lancaster, Matthew Lewis, Nell McAndrew, James Milner, Greg Mulholland, Ryan Sidebottom, Kevin Sinfield M.B.E, Josh Warrington.

Trustees: Jamie Jones-Buchanan, Phil Caplan (Chair), Neil Clephan O.B.E, Cllr Jane Dowson, Gary Hetherington, Peter Hirst, Phil Holmes, Dr Neil Kaiper-Holmes, Dave Lambert, Kim Leadbeater, Peter Mackreth, Mariana Pexton, Cllr Jonathon Pryor, Neil Wilson.

Leeds Rhinos Foundation

Emerald Headingley Stadium,
St Michael's Lane, Leeds LS6 3BR

info@leedsrhinosfoundation.org

 Leeds Rhinos Foundation

 @rugbyleeds

AT THE HEART OF COMMUNITIES RAISING ASPIRATIONS INSPIRING POSITIVE AND LASTING CHANGE



8. To line manage and support the NCS team, setting, reviewing and monitoring team and individual targets and objectives in line with those flowed down by the Managing Partner and/or Funding Organisation
9. Manage the requirements of the contract and communicate these to the NCS staff team.
10. Management of the programme expenditure and budgets
11. Be responsible for the safeguarding of the young people, both participating and working on programme and be responsible for incident management
12. Ensure appropriate Risk Assessments are undertaken and be responsible for programme Health and Safety matters
13. To be the main point of contact for both NCS Trust and EFL Trust Health and Safety or Quality Assurance visits
14. Attend regional and national meetings and contribute to best practice sharing across the EFL Trust network.
15. Identify key areas of best practice and areas for development within your own NCS delivery to ensure the continuous improvement of the NCS programme
16. Ensure the NCS programme achieves the customer satisfaction score benchmark as set by the funding body.
17. Lead on the development of the NCS programme delivery timetable, ensuring all submission deadlines are adhered to.
18. Ensure the Programme Quality Framework and agreed timetable is embedded throughout the NCS delivery.
19. Oversee the recruitment and training of seasonal delivery staff ensuring contractual safer recruitment is adhered to and that the staff are performance managed and supported.
20. Manage delivery staff rotas to ensure staffing ratios and adequate rest periods are adhered to during the delivering the NCS programme

Personal Specification

Essential Skills & Experiences:

1. Proven project management experience.
2. People management experience, management of a multi-disciplined team in a youth work environment.
3. Experience and/or knowledge of Secondary /Higher education sector
4. Practical experience of managing information operating systems and the ability to interrogate data from a CRM system.
5. A proven track record of managing relationships and partnerships and the ability to communicate with people at various levels.
6. An understanding of safeguarding and health and safety in a youth work setting.
7. A proven ability to work to under pressure to tight deadlines.
8. A commitment to supporting young people, and the principles of equality and diversity
9. Self-motivated and the ability to work on own initiative.
10. Excellent communication skills including written, telephone and interpersonal skills.
11. Proven planning and organisation skills.
12. IT literate with emphasis on Microsoft and Google packages.

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Advantageous:

1. A knowledge and understanding of the NCS programme.
2. Experience of working with young people, particularly 15-17 year olds.
3. Relevant degree or Project Management qualification.
4. Experience with Salesforce or other CRM or database which manages people and project information
5. An understanding of the issues faced by young people.

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