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| **Job title: Project Manager NCS & Youth Engagement**  | **Salary & Hours: £22,000 / 35 hours** |
| **Job role:** Plan, implement and manage all aspects of the NCS project and youth engagement funded programmes in line with requirements to deliver project outcomes. |
| **Responsible to & directed by: Community Manager**  |
| **Liaison with: Community Staff, Community Manager** |
| **Responsible for: Casual staff** |
| **Main duties**:Operational* Oversee all operational aspects of delivery, including project activities, staff training, staff scheduling and health & safety
* Responsible for recruitment of participants onto the NCS programme via schools.
* Recruitment of participants to youth programmes.
* To manage all phases of the NCS programme, including residential and social action. Deliver to a high quality standard.
* Deliver educational workshops across a range of social, cultural, health and other community topics
* Work with and engage young people to identify and deliver the social action elements of the scheme
* Ensure that all young people have a positive experience of the NCS and youth engagement programmes
* Effectively manage a team of project staff to deliver project outcomes and achieve success targets
* Co-operate fully with colleagues requiring assistance and to be flexible when assisting them in response to business needs.
* Plan and implement a youth engagement programme to prevent serious crime. The actions must be innovative.
* Develop partnerships with schools and agencies to deliver youth programme.

Financial * Responsible for allocated budget expenditure and targets
* Monthly budget reports

Data & Admin* Assist with the administrative and monitoring processes relating to NCS and youth engagement programmes, ensuring all data is recorded accurately and securely on relevant data bases
* Create timely reports throughout the programme timeline
* Fully endorse, demonstrate and carry out all company policies and statutory regulations
* Ensure that all activities comply with NCS, Police and TRIC safeguarding requirements in conjunction with Tranmere Rovers in the Community safeguarding team.
* Ensure a positive commitment towards equality and diversity in programme management
* Being the main point of contact for young people and teachers/parent/ guardians who are assigned to the NCS and youth engagement Programmes
* Recruit and manage project staff as required.
* Attend contract meetings to ensure that the terms and conditions of the contract are being met

The above job description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the company. |
| **Requirements for the post:*** Previous experience of successfully working within the NCS and youth engagement programmes.
* Experience in inspiring and engaging with young people
* Previous successful experience of running community programmes for young people including the recruitment of large numbers of participants
* Experience of effectively managing a team of project staff
* The ability to deliver engaging presentations to large audiences
* Excellent communications skills both written and verbal
* Good organisational and prioritising skills
* Sound understanding of equality and diversity and its application in community-based projects
* The ability to empathise with young people and also challenge negative behaviours
* Self-motivated with the ability to prioritise own work
* Ability to deliver on time any project deadlines and targets
* Experience in project reporting
* Ability to work with people at different levels of the organisation
* Ability to manage key stakeholder relationships
* Ability to perform under pressure & respond calmly to competing demands
* Ability to travel to different sites to meet with clients and attend meetings
* Flexibility to meet the changing requirements of the role
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| ***Last updated by:***  | ***Dawn Tolcher***  | ***Date:*** | 11.10.20 |

Signed by Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of Tranmere Rovers FC