

## DWP Bid Unique Identifier

### Job Placement title

NCS Youth Engagement Officer

### Job Placement summary

Job role: The role will involve working in a fast-paced environment engaging with a diverse mix of 15-17-year olds. You will be expected to achieve targets based on expressions of interest and sign-ups per school and season working closely with the NCS Team Leader. This will be done via the delivery of recruitment events such as assemblies, stands, teacher meetings and other youth group sessions

Responsible to & directed by: NCS project Manager, NCS staff

#### Main duties:

- Accountability for driving consistent strong performance via recruitment events such as school assemblies and youth groups.
  - Ability to present to large audiences of young people creating enthusiasm and a passion to take part in NCS via schools, colleges & youth group events.
  - Ability to deliver strong sales pitches when working on recruitment stalls to sell the NCS experience to young people.
  - Build and maintain relationships with a wide range of key stakeholders including teachers, parents/guardians, community leaders, governors etc. to gain support for NCS.
  - Proactively identify new opportunities to recruit young people onto the programme.
  - Ability to adapt presentation style to a varied audience such as single-gender schools, faith schools, sixth form colleges and alternative education.
  - Manage a caseload of schools and colleges ensuring minimum recruitment events are booked and pre-event research is completed.
  - Lead on the delivery of teacher meetings with a cohort of schools, tailoring recruitment activity and provide feedback within season and post-NCS.
  - Participate in at least one residential overnight stay per year with young participants to evaluate and feedback on the live NCS experience.
  - Build strong professional relationships with both internal and external stakeholders which consistently enhance the delivery of business objectives
  - Working in harmony with the contractor to ensure that standards are continuously kept to a high level, exceeding business and client expectations
  - Drives personal performance by ensuring all performance expectations are met continuously, demonstrating the ability to manage own diary and workload independently
  - Results driven, focusing their contribution on activities which meet company goals and deliver the greatest value
  - Highly organised with strong attention to detail, maintaining an analytical viewpoint which identifies areas of continuous improvement which are then utilised
  - Demonstrates flexibility, resilience and embraces change; allowing the business to continuously evolve and provide greater service and meet the needs of our learners
- Confident communicator both written and oral with the ability to build rapport quickly and effectively

## Essential skills, experience and qualifications

Essential requirements for the post:

- Sales experience within a target environment, demonstrating top performance
- Public speaking experience
- Ability to build quick rapport with people (including young people, stakeholders and parent / guardians)
- Consistent performance against set KPI's, demonstrating both passion and drive to exceed expectation

Job category (DWP use only)

Number of hours per week  
25 hours PW

### Working pattern and contracted hours (including any shift patterns)

5 Hours per day totalling 25 hours per week

Possible weekend work on rota

### Hourly rate of pay

National Minimum Wage for age

### Details of employability support (training opportunities/mentor)

We have delivered the Intermediate labour market programme and managed from start to end- including recruitment, performance management and progression.

The programme is aimed at young people aged between 16-24. At Tranmere Rovers we will provide a dedicated member of staff to support and job coach the candidate within their role. The support will be on a one-to-one basis assisting the young person into gaining important life skills such as work experience in a real working environment, CV improvements and preparation for future job interviews as well as many others. The support will be provided from day one up to the young person's completion date spending around one full day per week with them asking to complete a work/support journal to show progression. I will be the person supporting the young people throughout their time with us at Tranmere Rovers Football Club. Progress reports will be provided to all young people to complete at the end of every month so that we're able to provide them with suitable support. This will also allow us to act upon any feedback they may have. If the role cannot be extended we will ensure to support the young person in securing employment based on the skills they have gained.

### Company name

Tranmere Rovers Football Club Limited

### Closing date for applications

Using the table on the next page please provide details for each Job Placement by location.

Employer Job Placement reference (where applicable)  
Job Placement location and address (including post code)  
Contact details for the Job Placement  
Name  
Email address  
Telephone  
How to apply for the Job Placement  
Number of Job Placements at location  
Maximum number of referrals per Job Placement  
Is public transport available? Yes/ No/ Don't know  
Anticipated start date/s (if known)

Tranmere Rovers FC  
Prenton Park  
Prenton Road West  
Birkenhead  
CH42 9PY  
Ellis Parr  
HR & Compliance

[ellis@tranmererovers.co.uk](mailto:ellis@tranmererovers.co.uk)

Apply by sending CV. Covering letter is optional

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YES

ASAP