



ARGYLE COMMUNITY TRUST
Home Park, Plymouth, PL2 3DQ

Argyle Community Trust

NCS Engagement Officer

Location: Plymouth

Job Description

Hours: 40 hours per week; some evening and weekend work is a requirement of the post

Salary: £20,000 p.a.

Contract: Full-time, permanent.

Reports to: Impact and NCS Contract Manager

Area: Plymouth

Start Date: July or sooner if available

Closing date for applications: 24th June 2022

Argyle Community Trust is looking to recruit an individual who is passionate about supporting young people's development through the role of Student Support Officer. Working as a member of our successful NCS team, this role will encompass support and delivery for all elements of our NCS programme but will have a particular focus on three key elements:

1. NCS Skills Booster:

The design and delivery of engaging and interactive PSHE lessons in mainstream and non-mainstream schools to form the NCS Skills Booster- School Support programme. Our NCS Skills Booster programme involves the delivery of Year 11 PSHE lessons, with 15 hours of sessions delivered to each student we work with. These lessons, designed and delivered by the Student Support Officer, should be fun, interactive and focus on a combination of the following topics: Post-COVID Socialisation, Citizenship, British Values, Health and Wellbeing, Careers and Progression Guidance, Employability, Skills for Independent Living.

2. Changemakers Action Group Recruitment:

The NCS Changemakers programme is a community engagement programme, in which young people (aged 15-18) lead on the design and delivery of social action projects, guided by the needs of the local community. The Student Support Officer will be responsible for recruitment of young people to our NCS Changemakers local action group – a group of young people who want to make a difference to their community.

3. Changemakers Workshops and Projects:

The Student Support Officer should engage with local stakeholders to create social action opportunities, as well as run engaging workshops that work with the young people to design and build their own local action group and project. These bi-weekly workshops and social action planning meetings will take place primarily in the evenings.





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We are looking for someone with a passion for working with young people of KS4 age within a wide range of settings (including schools, youth centres, local estates, and sports centres) and the ability to develop and present session resources that enthuse and engage with young people. Some experience in managing challenging groups and/or individuals is essential along with an understanding of the barriers that some young people face in achieving their ambitions. Good, in-depth knowledge of community cohesion programmes is also desirable. Working during evenings, weekends, and residential projects will occasionally be necessary, as will working in parts of Cornwall and Devon. This will occur in line with the structures and demands of the programmes.

We would expect the candidate to understand the importance of monitoring and evaluation and be confident in ICT and data entry. This part of the role will help develop and improve the Trust's reporting to its partners and funders and will ensure that we continually refine and improve our provisions.

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants within our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7iAL6>. In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification. If you would like further information or wish to discuss the post please contact actrecruitment@pafc.co.uk.

For further information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Key Duties will include:

Engagement and recruitment

- Develop partnerships and engage with teachers in mainstream and non-mainstream schools to promote our provision of PSHE lessons, both for this season and future seasons and in line with funder KPIs
- Recruit students to a Changemakers local action group in line with funder KPIs
- Support the NCS Engagement Lead at recruitment events for seasonal NCS programmes

Operations

- Develop session plans for PSHE lessons focused on a combination of the following subjects: Post-COVID Socialisation, Citizenship/British Values, Health and Wellbeing, Careers and Progression Guidance, Employability, Skills for Independent Living
- Develop sessions that create a sustainable NCS Changemakers local action group for Plymouth





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- Establish a 'Social Action' networking group of local partners, to be included in workshop and session delivery
- Attend weekly meetings with the NCS Trust and provide updates relating to all roles and responsibilities

Programme Delivery:

- Deliver local action group sessions, coordinate and quality assure delivery from external 'Social Action' networking providers
- Deliver PSHE lessons in mainstream and non-mainstream schools
- Ad-hoc delivery on wider-Argyle Community Trust provisions where needed, including Traineeships and Employability programmes
- Fulfil the role of a wave leader on the NCS programme delivery

PERSON SPECIFICATION	Essential	Desirable	Application or Staff record or CV	Interview	Reference	Presentation/Task
Qualifications						
<ul style="list-style-type: none"> ● DBS Clearance ready ● Basic First Aid qualification or willingness to complete one ● Full and Clean UK Driving Licence ● Youth Mental Health First Aid / Safeguarding ● Youth mentoring course or qualification ● Degree in a relevant field ● Youth work, teaching or coaching qualification 	E		✓			
	E		✓			
	E		✓			
	D		✓	✓		
	D		✓			
	D		✓			
	D		✓			
Knowledge and Understanding						
<ul style="list-style-type: none"> ● Experience or understanding of how to engage with young people in a youth work or educational context ● Understanding of how to build rapport and manage relationships with parents/guardians, teachers and other professionals ● Knowledge of what motivates young people and the ability to manage challenging behaviour ● Understanding of safeguarding and appropriate boundaries when working with young people ● Knowledge and experience of social action projects ● Understanding of sales, promotional or recruitment events 	E		✓	✓	✓	✓
	E		✓	✓		
	E		✓	✓		✓
	E		✓	✓	✓	✓
	D		✓	✓		
	D		✓	✓		✓





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<ul style="list-style-type: none"> An understanding of the practical and operational process behind delivering events and projects safely 	D	✓	✓		✓
<p>Leadership Skills and Experience:</p> <ul style="list-style-type: none"> Sensitivity to the needs of colleagues, young people and the community and ability to understand customer needs Good organisational, project management and time management skills with the ability to work effectively to achieve deadlines and manage expectations Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes. Respond positively to feedback and strive for high standards and excellence in all aspects of the role Challenge non-compliance and uphold ACT Trust and NCS Trust policy and procedures 	E	✓		✓	
	E	✓		✓	
	D		✓	✓	
	D	✓	✓	✓	
	E		✓	✓	✓
<p>Communication:</p> <ul style="list-style-type: none"> Strong presentation skills and the ability to engage with young people Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way Proven ability to communicate effectively and develop rapport with adults and young people of all ages and develop partnerships Exemplary telephone and face-face communication skills in group or individual settings Good standard of English in both written and verbal communication Understand obligations regarding information sharing and GDPR Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines 	E	✓	✓	✓	
	E		✓		✓
	E		✓		
	E	✓	✓		✓
	E		✓		
	D			✓	

