# Watford FC’s Community Sports & Education Trust

#  Job Profile

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| Job Title | Project Officer (NCS)  | Date Prepared | November 2020 |
| Job Holder | Watford FC CSE Trust | Review Date | September 2022 |
| Reporting to | Project Manager (NCS) | Grade | Staff – full-time 40hrs p/w fixed term contract |
| Direct reports  | NCS casual and/or volunteers | Salary | £ Based of experience |
| Location | Primarily, Vicarage Road Stadium |

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| **Job Profile Summary:** |
| The Project Officer (NCS) will work alongside and support the Project Manager (NCS) to help manage, develop and oversee the delivery of the Trust’s National Citizen Service Programme for the areas of Watford, Three Rivers and Harrow. |
| **Main** **Responsibilities**:The Project Officer (NCS) will help coordinate and implement the Trust’s NCS offer and will include responsibility for the day-to-day running and delivery of the programme. Work alongside the Project Manager (NCS) to develop strong and meaningful relationships with a range of stakeholders, including schools and young people, to deliver positive outcomes for participants. The Project Officer (NCS) will be expected to support all aspects of the NCS programme including residentials and key contractual components. In addition, the Project Officer (NCS) will support the delivery of other learning and skills based programmes and will work closely with other members of the team, to develop and run new projects, activities and events, as and when appropriate.  |
| **Principle Accountabilities*** To help plan, organise and run aspects of NCS delivery.
* You will be responsible for the recruitment of young people to the NCS programme.
* You will be responsible for the planning and delivery of recruitment and ‘keeping warm’ activities in order to achieve high ‘turn up’ rates.
* You will be responsible for arranging and delivering exciting and challenging activities to engage young people throughout the programme.
* To help ensure that all young people have a positive experience.
* To help support a range of partners such as local and national charities, local volunteer centres and community groups through the running of social action projects, to maximise the impact of the NCS programme.
* To market and promote NCS within a variety of community settings including schools and colleges.
* Provide opportunities for participants to reflect and evaluate their experience and capture this evidence via reports, case studies and testimonies.
* Attend relevant training and review events as and when required.
* Ensure that the Health and Safety, Safeguarding and other relevant policies are implemented and adhered to throughout the programme
* Undertake any other relevant duties related to the further development, promotion, and sustainability of the programme.
* To help develop and grow NCS within the Trust and other regions
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| **The Job Holder has a responsibility to...** |
| * To actively demonstrate and promote the Trust’s core values through your work.
* Develop understanding of and a commitment to equal opportunities, both in the workplace and the wider community.
* Ensure that when involved in any Trust activities that the Safeguarding of participants is at the heart of the process and that safeguarding policies and procedures are always being adhered to.
* Undertake professional development opportunities as deemed appropriate.
* Adhere to the Trust’s policies and procedures.
* Contribute to the development of a culture of continuous improvement within the Trust.
* To work in partnership with all the Club’s departments on community initiatives as identified by the Community Director and Board of Trustees.
* To actively promote the Trust in a positive and professional manner at all times.
* To undertake any other duties which might reasonably be deemed within the status of the job and appropriate to the post.

The details contained in this job profile, particularly the accountabilities, reflect the job content at the date the job profile was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals’ jobs will change; existing duties may be lost and other duties gained without changing the general nature of the duties or the level of responsibility entailed.Consequently, Watford FC Community Sports & Education Trust will expect to revise this job profile from time to time and will consult regarding such revisions with the post holder at the appropriate time.  |

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| Person Specification |
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| **Criteria** | **Essential ‘Must Have’** |
| **Qualifications** | * Professional qualification in a relevant discipline ideally in Youth Work or equivalent
* Hold as a minimum - Statutory and Mandatory Safeguarding Children and Young People Level 3 Mandatory Level 3 award
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| **Knowledge and Experiences** | * A proven track record of developing and managing projects in the public, private or voluntary sectors such as youth and community work, teaching, social work, or management
* Experience of working with young people (16-25 years) and their families/guardians, particularly those young people identified as vulnerable or as having complex needs within a community setting
* Experience of managing and overseeing matters of safeguarding including identification and reporting of child protection concerns, risk, and data management
* Experience of working on own initiative to an agreed action plan and effectively monitoring service quality standards and performance
* Experience of working in a multi-agency environment and the proven ability to develop effective working relationships with other professionals/organisations#
* Demonstrated ability to incorporate and demonstrate an equal opportunities perspective in all areas of work, including race, disability, sexual orientation, and gender
* Experience and understanding of the recruitment processes for both sessional staff and volunteers
* Experience of managing casual staff and/or volunteers
* Proficient IT skills using Microsoft and data management systems, to write reports, case studies, presentations, and collection of data
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| **Other**  | * A full driving licence and access to a vehicle for business use
* Have a flexible approach to work and be able to work unsociable hours (including evenings and weekends) and able to lead on residential programmes throughout the delivery seasons.
* Hold a current, or willing to undertake a satisfactory Disclosure and Barring Service check with the Trust.
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| **Competencies**  |
| **The successful candidate will be able to demonstrate the following competencies:*****Essential Competencies***Competency – **Seeing the Bigger Picture - Trust Goals and Priorities**This is about having an understanding and knowledge of how your role fits with and supports the Trust’s objectives and aims. It should help to focus your contribution on the activities which will meet the Trust’s goals and objectives. It’s about understanding the wider context and the external issues and trends that impact our work. Competency – **Leadership and Communicating**For everyone effectiveness in this area is about showing our pride and passion for the Trust, communicating purpose and direction with clarity, integrity and enthusiasm. It’s about championing difference and external experience and supporting principles of fairness of opportunity for all. Competency – **Collaboration and Partnership**People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people inside and outside the Trust, whilst having the confidence to challenge assumptions.Competency – **Managing a Quality Service**A Quality Service is about valuing and modelling excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective at this plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme, project and risk management approaches to support service delivery.Competency – **Achieving Positive Outcomes**This is about maintaining a positive long-term focus on all activities. For all staff it’s about having a community, activity and learning based mindset to ensure that the Trust’s programmes and projects are delivering added value and working to stimulate improvement in the lives of people and the communities in which they live. It’s also about being proud of what you do and bringing enthusiasm, energy, passion, respect and a sense of fun to work every day. |

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| **One Club Responsibilities** |
| **Health and Safety*** To take responsibility for your own health, safety and welfare, ensuring compliance with WFC’s Health and Safety Policy, procedures and safe systems of work.

**Training & Development*** To undertake all reasonable training, learning and development activity designed to support you in your role.

**Diversity and Equality*** To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with WFC’s Equal Opportunities Policy.
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| **Job Profile Agreement** |
| Job Holders Signature: | Date: |
| Managers Signature: | Date: |