



COMMUNITY SPORTS FOUNDATION

Job Description



NCS APPRENTICE

Line Manager: Workforce Recruitment Manager

Contract length: One year

Salary: Apprentice salary

JOB ROLE OUTLINE

The **NCS Apprentice** will be required to learn the role of an NCS Coordinator by supporting and delivering high quality administration and delivery tasks within our National Citizen Service department. The NCS Apprentice will also be required to complete a vocational qualification as part of their role.

OBJECTIVES

- To support and deliver high-quality NCS tasks in line with NCS department needs
- To complete all education qualifications as per the requirements of the awarding body

ROLE SPECIFIC RESPONSIBILITIES

- To perform NCS administrative tasks
- To assist with all NCS events
- To prepare and organise NCS merchandise for all events
- Signpost potential participants to take part in the NCS programme
- Phone calls to those who have expressed an interest in the NCS programme
- Support the delivery of the Foundation's various fundraising events
- To be a Team Leader on the NCS Programme
- Complete all education courses and awards as agreed with Coach Development Team

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
National Citizen Service Graduate	✓	
Valid basic first aid qualification	✓	
Valid safeguarding children qualification	✓	
Level 3 qualification or similar		✓
Experience of working with young people		✓
Customer Service Skills		✓
Full UK driving licence and access to a vehicle	✓	
Excellent communication and interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Excellent organisational skills	✓	
Attention to detail	✓	
Willingness to work some unsocial hours, including evenings and weekends	✓	
A drive to help people achieve their goals	✓	

CHARITY VISION

To help people achieve their goals by delivering quality, innovative services through football and sport

CHARITY VALUES

- To deliver professional, quality, safe, affordable services to all users
- Respect and listen to the views of children, young people, adults and our partners
- Invest in and support staff to enable development and progression
- Provide excellent communication and customer care
- Provide opportunities that empower and engage all users

APPLICATION PROCESS

All applications must be submitted through the vacancies section of our website

www.communitysportsfoundation.org.uk/vacancies

Should you have any further questions or queries at this stage please direct them to

csfrecruitment@canaries.co.uk

CLOSING DATE FOR APPLICATIONS

12:00pm on Monday, July 22, 2019.

INTERVIEW DATE

Friday, July 26, 2019.

All candidates shortlisted for interview will be informed by email or phone by 5:00pm on Monday, July 22, if you have not been contacted by then it will mean you have not been selected for interview.

Please be aware you may not be contacted until after the application deadline date.

Any offer of work will be subject to a fully completed enhanced DBS disclosure and satisfactory references.