

PETROC

NCS ENGAGEMENT COORDINATOR AND SEASONAL WAVE SUPPORT

Barnstaple campus
Full-time and
fixed term maternity cover
(until 30 November 2022)

Information for Candidates

PETROC

TERMS & CONDITIONS OF EMPLOYMENT

Hours of Work

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Staff will normally work a 37-hour week, pro- rata for staff on a part time basis.

Holiday

You will be entitled to 30 days paid leave per annum, plus Bank Holidays; pro- rata for staff on a part time basis. The college traditionally closes between Christmas and the New Year and these three days are additional to your leave entitlement.

Pay

As detailed in the job description below.

Probationary Period

As with all Petroc appointments, there will be a 6-month probationary period. This is to provide the opportunity for your line manager to ensure that you are supported in your role and progressing as expected. The notice period will be one week during this probationary period.

Pension Scheme

You will automatically join the Local Government Pension Scheme. Your contribution would be from 5.5% of your gross salary, with Petroc contributing 14.9% on your behalf.

Performance Development Reviews (PDR)

All Petroc employees are required to take part in annual PDR's. Your review is aimed at establishing work targets and identifying any training and development needs you may have.

Induction

On joining, you will take part in our induction programme including, Equality, Diversity & Inclusion Training, Health & Safety, Safeguarding and Prevent Training as part of your Contract of Employment.

Trade Unions

You will be entitled to join a union at the college and are encouraged to do so by college management. College management consults with staff through a Joint Consultative Committee framework upon which recognised trade unions and/or professional organisations are represented. The recognised union for support staff is UNISON. If you are appointed to the post you are applying for and wish for more information, the Human Resources Office will put you in touch with the appropriate branch representative.

Criminal Background Disclosure

You are required to declare any pending criminal prosecutions you may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that you would not need to disclose any 'protected' cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Please note, failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role.

DBS Disclosures will be taken up on successful candidates only.

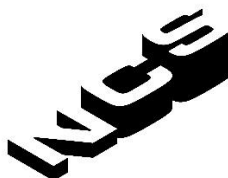
Sick Pay

Petroc offers you the benefit of an enhanced sickness allowance when absent due to illness after your probation period. This allowance ranges from 30 days full pay and 61 days half pay during 1st year of service up to a maximum of 183 days full pay and 183 days at half pay after 5 years' service.

ID Badges

Photo ID badges are issued on appointment and can be used for photocopying and library borrowing as well as for identification purposes. It is a requirement that you wear your badge whilst on any college premises.

PETROC



NCS ENGAGEMENT COORDINATOR + SEASONAL WAVE SUPPORT
FIXED TERM MATERNITY COVER + SEASONAL ROLE
UNTIL 30 NOVEMBER 2022
JOB DESCRIPTION

Line Manager:	NCS Project Manager
Hours per week:	37 (To include some evenings/weekends & residential stays when programmes are running)
Weeks per year:	52
Salary scale:	Scale 4, Pts 14-17
Salary:	£18,733 - £20,864
Date of Job Description:	January 2022

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate (either on the back of Part 1 of the application form or on a separate sheet) details of their disability.

MAIN FUNCTIONS OF THE JOB

- To lead on all aspects of young person recruitment for the National Citizen Service (NCS) programme for Petroc, ensuring that contracted places are met by June 2022.
- To lead on all aspects of NCS team staff recruitment for Petroc
- To coordinate delivery of the Skills Booster programme and ensure all contractual targets are met.
- To act as seasonal Wave Leader for the delivery of the summer 2022 programme including supervision of seasonal staff cohort and groups of young people.*

applicants **must be available and willing to take part in residential programmes throughout July and August.*

MAIN DUTIES AND RESPONSIBILITIES

- To develop and implement a participant recruitment strategy to ensure that Petroc's overall targets are met and if possible exceeded
- To lead on the recruitment of young people onto NCS programmes through presentations at assemblies, tutorial sessions, school events, meetings and phone calls.
- To develop effective contingency plans for digital/ remote delivery where necessary.

- To develop and maintain excellent relationships with schools, teachers, parents/guardians and young people
- To achieve contracted expectations of events within all allocated schools
- To achieve and exceed set signup targets of young people to the programmes as specified by the contract
- To assess and manage the MI system in terms of recruitment and take necessary steps to ensure high quality call centre conversion rates on all Expressions of Interests (EOI's) and act on notable shortfalls
- To follow up EOIs where the NCS Contact Centre has not converted them to sign up. This could be via phone call, email or face-to-face conversation
- To help participants and/or partners/guardians complete all necessary paperwork
- To support in the development and implementation of our 'keep warm' strategy to keep all signups engaged throughout the year before starting programmes to ensure a high level of turn up
- To achieve staff recruitment targets, liaise with internal HR team, graduate cohort and external stakeholders to fulfil staffing quota
- To coordinate staff training programme including external bookings, ensuring Petroc mandatory training and NCS online training completion prior to delivery
- To support the completion of risk assessment, health & safety, safeguarding and insurance requirements for Petroc's delivery where relevant to the role
- Work proactively with colleagues to support the NCS Changemaker programme
- To attend partnership meetings, where relevant, to represent Petroc's delivery
- To participate in any evaluation of the project and collate relevant information, feedback, case studies etc
- To help with ongoing communication with NCS participants at all stages of the programme, from prospective participants to graduates
- To undertake residentials to support with NCS delivery as needed
- Undertaking any other tasks deemed necessary for the successful operation of the project

PERSON SPECIFICATION

Candidates will be judged according to the degree with which they meet the following **Person Specification:**

Skills:

- Excellent organisational skills
- Excellent presentation skills
- Good communication skills
- Proactive approach to problem solving
- IT skills including use of social media

Qualities:

- An ability to work under pressure to meet deadlines
- A flexible approach to work including home working where necessary
- Ability to engage with a varied audience including young people, parents and guardians, stakeholders and school and college staff.
- An ability to work using own initiative
- An ability to work with a wide range of staff
- A willingness and organisational skills to work in more than one location and the flexibility to cover for colleagues when necessary – sometimes at short notice

Knowledge & Experience:

- Experience of working with young people
- Experience of helping to organise trips, taking into account health and safety risk assessments, safeguarding processes etc.
- Full and current UK driving licence, with access to own vehicle & relevant insurance
- Minibus driving licence or willingness to undertake the necessary training to obtain it is desirable
- Experience of working on personal and social development programmes is desirable

- Experience of working with the Further Education or Third Sector is desirable
- Experience of the National Citizen Service programme is desirable

APPLICATION

All positions are subject to the completion of an Enhanced DBS Disclosure

Completed applications should be returned to staffrecruitment@petroc.ac.uk or to the Human Resources Office, Petroc, Old Sticklepath Hill, Barnstaple, Devon, EX31 2BQ by no later than the closing date on the website.

If you have not been called for interview within three weeks of the closing date for this post, unfortunately you have not been successful on this occasion.