

Trent Bridge, the home of Nottinghamshire County Cricket Club,

is looking to recruit a

**PROJECT OFFICER (MATERNITY COVER)**

on a fixed-term part-time contract from 7th March 2017 to 7th February 2018

24.5 hours per week

A key element of the role will be working to deliver and develop

the Positive Futures project within Rushcliffe, with the overarching aim of

using mentoring and sport to engage ‘at-risk’ young people in order to identify and support their individual needs and steer them towards

education, training and employment.

In particular, you will be passionate about working with challenging young people and will understand the barriers, issues and influences affecting them.

The successful candidate for this post will have a flexible approach to work

and be willing to work occasional evenings and weekends, with a hands-on approach, strong organisational and IT skills. Your experience in planning and delivering programmes, workshops and activities for young people

will be essential.

A qualification as a Youth Worker will be an advantage, though not essential, as will your experience of working in in any of the following: education setting, youth centre or similar, alternative provision or exclusion unit for young people.

**If you would like to join us at Trent Bridge please contact**

**the Business Support Manager on 0115 982 3000**

**for an application form, role profile and person specification.**

**Details can also be downloaded from the Club’s website at** [**www.nottsccc.co.uk**](http://www.nottsccc.co.uk)

**Please send your completed Application Form**

**and your covering letter to**

**The Business Support Manager,**

**Nottinghamshire County Cricket Club,**

**Trent Bridge, Nottingham NG2 6AG**

Closing date for receipt of applications is 9th February 2017

Interviews will be held on 15th February 2017

No agencies please

POSITIVE FUTURES ROLE PROFILE

**PROJECT WORKER**

**Based in Rushcliffe for 24.5 hours per week**

**RESPONSIBLE TO:** **Community Projects Manager (CPM)**

**RELEVANT GENERAL OBJECTIVE**

To deliver and develop the Positive Futures project within Rushcliffe, with the overarching aim of using mentoring and sport to engage ‘at-risk’ young people in order to identify and support their individual needs and steer them towards education, training and employment.

# SPECIFIC DUTIES

* To ensure that all work undertaken relates directly to the targets set by Rushcliffe Borough Council.
* To support the selection process for the cohort of Young People on the programme.
* To support the CPM in the development of apprentices.
* To co-ordinate and deliver a programme of relationship and confidence building with the cohort and their peer group.
* To co-ordinate and deliver a programme of shared sense of learning.
* To co-ordinate and deliver a programme of cultural activities.
* To co-ordinate and deliver a health and well-being programme.
* To support the programme in developing families.
* To work with the CPM to ensure that a full delivery programme is achieved that meets the needs of the cohort of young people.
* To positively promote the programme to Young People, key agencies and to support the CPM in organising and delivering a range of sports activities and community outreach programmes and events.
* To ensure all relevant Health & Safety and Child Protection/Safeguarding policies and legislation are adhered to.
* To undertake administrative duties including day to day management of :
  + - Activity registers.
    - Compiling and managing data of participants.
    - Downloading information and managing the ‘SUBSTANCE’ database.
    - Planning workshops / sessions.

**DELIVERY AND OUTCOMES**

* To achieve the outcomes as set in the Annual Delivery Plan through both quantitative and qualitative targets.
* To proactively work with a selected cohort of Young People from Rushcliffe and surrounding areas.
* To support our young people within educational settings, specifically around the fixed/permanent exclusions, aspirations and engagement in after school and enrichment activities.
* To support the reduction of juvenile crime, truancy and anti-social behaviour through proactive engagement with the cohort of young people identified.
* To support community cohesion projects involving all members of the community.

**TRENT BRIDGE COMMUNITY TRUST** **ROLE**

In order to help facilitate the above:

* The Trust will manage the programme through its Community Projects Manager, Mark Clifford.
* The Trust will provide training and CPD programmes to support officers delivering on the programme.
* The CPM will provide clarity and direction of the programme and manage the implementation of the programme through the delivery plan.
* The Trust will manage the budget and forecast spends accordingly, ensuring that provision is made to deliver the programmes with cost effectiveness and efficiency in mind.

**EMPLOYMENT**

The employing body will be Nottinghamshire County Cricket Club.

**PERSON SPECIFICATION**

**POSITIVE FUTURES PROJECT OFFICER / YOUTH WORKER – Rushcliffe**

**Department: COMMUNITY & DEVELOPMENT (TBCT)**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | * Working with ‘challenging’ young people in a community setting. * Working successfully in partnership with a range of professional and voluntary sector agencies, groups and individuals. * Planning and delivering programmes, workshops and activities for young people. | * Monitoring and evaluating the outcomes of a project or programme. * Working in an education or alternative education setting/ exclusion unit for young people. |
| **Knowledge** | * Understanding of the barriers, issues and influences affecting ‘at-risk’ young people. * Understanding of relevant Health & Safety and Child Protection/Safeguarding policies and legislation. | * Enthusiasm for and knowledge of a range of sports related activities. * Knowledge of data protection. * Understanding of governmental policy relating to children and young people and support agencies. |
| **Skills** | * Excellent ‘people skills’ with a wide range of people including participants and project stakeholders. * Good standard and range of IT skills including internet,   e-mail, word processing, spreadsheets.   * Excellent communication and interpersonal skills. * Ability to relate to young people from a variety of backgrounds. |  |
| **Qualifications** |  | * JNC recognised Youth Worker qualification or equivalent. * First Aid at Work Certificate. * Level 1 or 2 National Governing Body Sports Qualification. |
| **Qualities & Attitude** | * A creative and innovative person who is committed to working with young people. * Outgoing, friendly, supportive personality with the ability to relate to, engage and motivate young people. * A commitment to equal opportunities and willingness to challenge discriminatory behaviour. * Self-motivated, with the ability to work on own initiative and manage work programmes in order to meet objectives. |  |
| **Other** | * Ability to work flexibly including the occasional evenings and weekends. * Access to transport for work purposes. * The postholder will be subject to an enhanced DBS check. | * Willing to attend training relevant to the role. |



**NOTTINGHAMSHIRE COUNTY CRICKET CLUB**

# EMPLOYMENT APPLICATION FORM

The information requested in this form is important in assessing your application. Please complete accurately and in full, using BLACK INK. Please read any information enclosed with this form before completing your application.

POSITION APPLIED FOR: **…………………………………………………………………………**

**From what source did you learn about this position……………………………………………….**

**SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORENAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## MOST RECENT EMPLOYER

**Name & address of most recent employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date started: \_\_\_\_\_\_\_ Date left: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if applicable)**

**Reason for leaving (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many employees do you manage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of hours worked per week: \_\_\_\_\_\_\_\_**

**Period of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How soon could you be available to join us, if offered this position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Previous employment (please start with the most recent first. Please include any temporary,

unpaid or work experience). Please continue on a separate sheet if required.

### From To Employer Name Job Title & Duties Wage/Salary Reason for

#### Month/Yr Month/Yr & Address Leaving

##### Attendance at Training Courses relevant to your employment

**Course Title Organising Body Duration Date**

##### Education – proof of qualifications may be requested at interview

### Date Date Schools, Colleges attended Qualifications gained or pending

**From To (including Part-Time) Please state subject, level & grade**

**Please give details of any dates when you would not be able to attend for an interview:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please use this space to demonstrate how you meet the specific requirements of the position you have applied for.**

**It is recommended that you use the details from the Job Description to help you organise your information.**

**You should draw on your knowledge, skills and experience gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary work.**

**Please continue on separate A4 sheets, if required.**

**REFERENCES:**

**Please give the names of two referees who may be contacted in respect of your application. The first should be from your current/last employer (or Head Teacher if you are a school leaver). The second should be from a previous employer (or a person you have worked for in a voluntary/unpaid capacity, or a teacher if you have no employment history).**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact prior to interview: Yes/No (please delete as appropriate)**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact prior to interview: Yes/No (please delete as appropriate)**

##### DECLARATION

**I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and confirm that I am eligible to work in the UK.**

**I confirm that I have no previous convictions for any criminal matters that require declaration under the Rehabilitation of Offenders Act 1974.**

**I accept that should I not have provided full and accurate information, it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Thank you for completing this application form***