 

Trent Bridge, the home of Nottinghamshire County Cricket Club,

is looking to recruit a full- time

**Positive Futures Project Officer**

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 complete the following**

**application form and send it with your covering letter to**

**The Business Support Manager,**

**Nottinghamshire County Cricket Club,**

**Trent Bridge, Nottingham NG2 6AG**

Closing date for receipt of applications is Wednesday 25th April

Interviews will be held on Wednesday 2nd May 2018

No agencies please

Candidates must be eligible to work in the UK

POSITIVE FUTURES ROLE PROFILE

**PROJECT WORKER**

**Based in Rushcliffe for 35 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**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***

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|  **EQUAL OPPORTUNITIES MONITORING FORM** |  |
| Please return this form with your application. It will not be used to shortlist candidates for interview and will not be viewed by the Recruitment Panel. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nottinghamshire County Cricket Club will aspire to be an equal opportunities employer and to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic national origins, marital status, disability, sexual orientation, age, trade union activity or religious belief. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| To ensure that discrimination does not take place during the recruitment process, the Club will keep statistics for all applicants on their ethnic background, age, sex, and whether they have any disabilities. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| All personal information supplied will be used solely for the purposes stated on this form. No information will be passed on to others or used for purposes other than statistical purposes. Nottinghamshire County Cricket Club is registered under the Data Protection Act. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| We would be grateful, therefore, if you would complete the form below. |  |  |  |  |  |  |  |
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| **Post applied for:** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
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| **Where did you see this vacancy:** |  |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
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| **GENDER:** |  | Male |   |  |  | Female |   |  |  |  |  |  |  |  |  |  |  |  |  |
| **AGE:** |  | 16-17 |  | 18-25 |  | 26-35 |  | 36-45 |  | 46-55 |  | 56-64 |  | 65+ |  |  |
|  |  |  |   |   |  |   |   |  |   |   |  |   |   |  |   |   |  |   |   |  |   |   |  |  |
| **ETHNICITY:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WHITE** |  |  |  |  |  | **MIXED (DUAL HERITAGE)** |  | **ASIAN or ASIAN BRITISH** |  |
| British |  |  |  |   |  |  | White & Black Caribbean |   |  | Indian |  |  |  |   |  |  |
| Irish |  |  |  |   |  |  | White & Black African |  |   |  | Pakistani |  |  |   |  |  |
| Gypsy/Romany |   |  |  | White & Asian |  |  |  |   |  | Bangladeshi |  |   |  |  |
| Other White |  |   |  |  | Other Mixed |  |  |  |   |  | Other Asian |  |   |  |  |
| Please specify |  |  |  |  | Please specify |  |  |  |  |  | Please specify |  |  |  |  |
|   |   |   |   |   |   |  |  |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |
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| **BLACK or BLACK BRITISH** |  | **OTHER ETHNIC GROUP** |  |  |  |  |  |  |  |  |  |  |
| Caribbean |  |  |   |  |  | Chinese |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| African |  |  |   |  |  | Other Ethnic Group |  |   |  |  |  |  |  |  |  |  |  |
| Other Black |  |   |  |  | Please specify |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Please specify |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Are you disabled?** | YES |   |  |  |  | NO |   |  |  |  |  |  |  |  |  |  |  |
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| **If so, are you a registered disabled person?** |  |  | YES |   |  |  |  | NO |   |  |  |
| **DECLARATION:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| I consent to the collection, storage and use of my gender, age, ethnicity and disability details. I understand that these details will not be used as part of the selection process. I understand that any of these details will only involve producing anonymous statistics to monitor the effectiveness of Nottinghamshire County Cricket Club's recruitment process. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Signed**  |   |   |   |   |   |   |   |   |   |   |   | **Date**  |   |   |   |   |   |   |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form |