



CANDIDATE BRIEF

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POSITIVE FUTURES PROJECT OFFICER
AUGUST 2020



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.

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ROLE PROFILE

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POSITIVE FUTURES PROJECT OFFICER

- Full-time – 35 hours
- Responsible to the Senior Projects Officer (SPO)
- Based within the Trent Bridge Community Trust

RELEVANT GENERAL OBJECTIVES

- Working alongside the senior graphic designer to produce a high standard of creative artwork for use across the club's marketing channels
- Support the Marketing & Communications team in retaining high quality standards of creative output
- Ensure that each of the club's brands stay world-class with the delivery of inspiring creative solutions across a range of formats

SPECIFIC ROLE PROFILE

- 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 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 SPO 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 SPO 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

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Working with ‘challenging’ young people in a community setting.</p> <p>Working successfully in partnership with a range of professional and voluntary sector agencies, groups and individuals.</p> <p>Planning and delivering programmes, workshops and activities for young people.</p>	<p>Monitoring and evaluating the outcomes of a project or programme.</p> <p>Working in an education or alternative education setting / exclusion unit for young people.</p>
KNOWLEDGE	<p>Understanding of the barriers, issues and influences affecting ‘at-risk’ young people.</p> <p>Understanding of relevant Health & Safety and Child Protection/Safeguarding policies and legislation.</p>	<p>Enthusiasm for and knowledge of a range of sports related activities.</p> <p>Knowledge of data protection.</p> <p>Understanding of governmental policy relating to children and young people and support agencies.</p> <p>Basic understanding of SEND (Special Educational Needs & Disability).</p> <p>Basic Understanding of Adverse Childhood Experiences and the impact that it has on children and young people.</p>

PERSON SPECIFICATION

CONTINUED

<p>SKILLS</p>	<p>Excellent 'people skills' with a wide range of people including participants and project stakeholders.</p> <p>Good standard and range of IT skills including internet, e-mail, word processing, spreadsheets.</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to relate to young people from a variety of backgrounds.</p>	<p>Ability to communicate well with staff at all levels.</p> <p>Working knowledge of Microsoft Office and Apple Operating System.</p> <p>Photography and video skills would be advantageous.</p> <p>Video editing skills.</p>
<p>QUALIFICATIONS</p>		<p>JNC recognised Youth Worker Qualification or equivalent.</p> <p>First Aid at Work Certificate.</p> <p>Level 1 or 2 National Governing Body Sports Qualifications.</p>
<p>QUALITIES AND ATTITUDE</p>	<p>A creative and innovative person who is committed to working with young people.</p> <p>Outgoing, friendly, supportive personality with the ability to relate to, engage and motivate young people.</p> <p>A commitment to equal opportunities and willingness to challenge discriminatory behaviour.</p> <p>Self-motivated, with the ability to work on own initiative and manage work programmes in order to meet objectives</p>	
<p>OTHER</p>	<p>Ability to work flexibly including the occasional evenings and weekends.</p> <p>Access to transport for work purposes.</p> <p>The role holder will be subject to an enhanced DBS check.</p>	<p>Willing to attend training relevant to the role.</p>

HOW TO APPLY

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If you would like to join us at Trent Bridge please send your CV and covering letter, including details of your current salary and expectations to:

RECRUITMENT@NOTTSCCC.CO.UK

or by post to the HR Manager at
**NOTTINGHAMSHIRE COUNTY CRICKET CLUB
TRENT BRIDGE
NOTTINGHAM
NG2 6AG**

Closing date for receipt of applications will be
MONDAY 24 AUGUST 2020

Candidates must be eligible to work in the UK



