



CANDIDATE BRIEF

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YOUNG PROJECT OFFICER
OCTOBER 2020



POSITIVE FUTURES PROJECT OFFICER

A key element of the role will be working to deliver and develop the YouNG project within Rushcliffe, with the overarching aim of providing, promoting, managing and monitoring a programme of work placements (all ages) and delivering special and support project opportunities as they arise, for example - Ready 4 Work, YouNG enterprise, and the Kickstart programme.

The successful candidate for this post will have excellent communication and interpersonal skills, with the ability to act with tact and diplomacy and experience in offering advice and guidance. Your excellent organisational and time management skills, with the ability to prioritise conflicting demands will be an essential pre-requisite of the role.

A project management qualification along with a team leader/management level 2 qualification will be an advantage, though not essential.

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ROLE PROFILE

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POSITIVE FUTURES PROJECT OFFICER

- Full-time – 35 hours
- Responsible to the Community Projects Manager
- Based within the Trent Bridge Community Trust

SPECIFIC ROLE PROFILE

- Responsible for Apprentices, YouNG project ambassadors, x 7 part-time (aged 14-16) and occasional staff.
- Provide line management support to the YouNG Assistant Project Officer.
- Provide line management support for all members of the YouNG Ambassador team
- Support and develop the digital presence of the YouNG project maintaining its high profile and effectiveness in matching business requirements with young people’s aspirations
- Provide, promote, manage and monitor a programme of work placements (all ages)
- To deliver special and support project opportunities as they arise, for example –Ready 4 Work, YouNG enterprise and the Kickstart programme
- Plan and deliver a programme of weekly sessions to support the ‘YouNG ambassadors’ to organize events (e.g. markets or careers advice), create relevant campaigns and promote local activities/opportunities to their peers.
- Co-ordinate recruitment and induction of students, liaison with schools and parents, arranging office based logistics and other day to day operational requirements
- Motivate, support, mentor and supervise the YouNG ambassadors to achieve the programme objectives and develop their career skills
- Financial awareness – monitor project budgets and undertake procurement and reconciliation in line with financial regulations
- Promote the project widely within Rushcliffe, the wider community and to other external organizations
- Support Trust team colleagues with projects and events ensuring that YouNG offers its services to all members of the communities that we serve.
- Build relationships with business, schools and other relevant partners to extend the quantity and quality of student work placement opportunities
- Supporting the community Projects Manager in the development, setting up and launching of a creative careers opportunity project designed for YouNG people by YouNG People. Develop our Ready 4 work club to target 16-24 NEETS. Mentor and support into work or training opportunities.
- Developing, attracting and securing suitable finance interest.
- Develop the design, production, launch and promotion of an innovative and creative careers advice presence in partnership with business and schools.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of supervising or managing staff to maximise their potential</p> <p>Experience of delivering service excellence for both internal and external customers</p>	<p>Experience of working in a high pressure environment, in a complex organisation.</p> <p>Experience of working in a secretarial and managerial environment</p> <p>Experience of working in an agile and flexible office environment.</p>
SPECIALIS KNOWLEDGE/ SKILLS	<p>Excellent communication and interpersonal skills, acting with tact and diplomacy.</p> <p>Excellent organisational and time management skills, with an ability to prioritise conflicting demands.</p> <p>Advice and Guidance experience</p>	<p>Experience of partnership working or business networking</p> <p>Careers advice and guidance.</p> <p>Highly developed literacy and numeracy skills</p> <p>Good analytical and decision making skills</p>
IT SKILLS	<p>Good computer literacy and word processing skills</p> <p>Proficiency in Microsoft Office applications (Word, Excel Powerpoint & Access)</p> <p>.</p>	

PERSON SPECIFICATION
CONTINUED

QUALIFICATIONS	<p>English and Maths GCSE grade A-C</p>	<p>Project management qualification</p> <p>Team leader / management level 2</p>
PERSONAL CHARACTERISTICS	<p>Ability to work proactively</p> <p>Ability to work calmly under pressure</p> <p>Ability to demonstrate excellent customer care skills</p> <p>Is flexible in an environment of change</p> <p>Ability to work effectively when unsupervised or in a team</p>	
SPECIAL WORKING CONDITIONS	<p>Required to work Wednesday evenings and occasional weekends.</p>	<p>Have access to a vehicle for work purposes</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
WEDNESDAY 4 NOVEMBER 2020

Candidates must be eligible to work in the UK

