



# Community and Education Trust

<b>Organisation</b>	Preston North End Community and Education Trust Preston North End Football Club	
<b>Position</b>	Community Engagement Officer	<b>Job Reference:</b> PNE1127
<b>Salary</b>	£18,000 - £20,000 Dependant on qualifications and experience, plus	
<b>Benefits</b>	company laptop, expenses, pension, use of company pool car when required.	
<b>Location</b>	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
<b>Employment</b>	Full Time, Fixed Term	
<b>Closing Date</b>	Wednesday 20 <sup>th</sup> April 2022 – 10am	

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a dedicated and experienced Community Engagement Officer to support on all operations of the Community Engagement department, focusing primarily on its National Citizen Service (NCS) Programme.

PNECET is the official charity and community department of Preston North End Football Club. The Trust situates itself at the heart of the Preston community, providing a high-quality service to improve lives. Provision is centred around three strands; Community Engagement, Education, and Health and Wellbeing. PNECET aim to create a safer, stronger and more resilient community through the programmes being delivered across the city.

The Community Engagement Officer will be a member of the NCS team and will play a vital role in delivering and developing the NCS programme. The main responsibilities will be to develop the NCS programme ensuring all aspects of the programme are a success, in turn, ensuring a life changing experience for the young people on the programme.

**How to apply:**

Please send your completed application form along with a letter of support. Please email to [jobs@pne.com](mailto:jobs@pne.com) with subject title PNE1127 or post to:  
FAO Tracy Atkinson, Preston North End FC, Deepdale, Preston, PR1 6RU

**Interview dates:**

Tuesday 26<sup>th</sup> April 2022

\*Due to the availability of the interview panel, no additional times can be made available for interviews.

<b>JOB DESCRIPTION</b>	
<b>1. Job Title</b>	Community Engagement Officer
<b>Salary / Benefits</b>	£18,000 - £20,000 expenses, pension, company laptop, company mobile phone.
<b>Hours of Work</b>	<p>You will have a standard working week of a minimum of 37.5 hours. However, as a member of the Community Engagement Team you may need to go above and beyond at times, to meet the needs of the role.</p> <p>The role will also include working some home matchdays as part of the community matchday coordination.</p> <p>Hours of work will be variable but will include regular out of hours and possible weekend work. You may also be asked to work on ad hoc events outside of your regular hours.</p>
<b>Location</b>	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
<b>Responsible To</b>	NCS Co-Ordinator
<b>Responsible For</b>	N/A
<b>Employment Type</b>	Full Time, Permanent
<b>Overall purpose of the Job</b>	<p>Working closely with the NCS Co-Ordinator you will be responsible for; supporting the planning, delivery and development of the NCS programme, supporting the casual staff associated with the programmes, and developing a wide range of local, regional and national partnerships.</p> <p>You will be responsible for ensuring that NCS contributes to the charities strategic objectives at all times, developing new partnerships whilst maintaining existing partnerships, keeping all aspects of the NCS programme on schedule and on budget, whilst ensuring maximum impact is delivered and measured within the community.</p> <p>You will be responsible for planning innovative and holistic activities to engage young people in the programme. You will deliver assemblies and presentations to recruit young people, whilst exploring ways to develop new partnerships and maintaining existing ones, allowing the successful growth of the NCS programme to continue.</p> <p>You will need to be confident, proactive and comfortable in taking a leading role on delivery, often having to lead on NCS delivery with large groups of participants. You will work closely with the NCS Co-Ordinator, ensuring all programmes are planned meticulously; achieving all requirements set out by our partner organisations and stakeholders.</p>

	<p>You will develop a variety of innovative ways to offer the programme to a diverse range of 16 and 17-year-old young people from across Lancashire, with specific focus on Preston and the surrounding areas.</p>
<p><b>3. Duties and Responsibilities</b></p>	<p><u>Project Leadership</u></p> <ul style="list-style-type: none"> <li>• Build awareness and excitement around the NCS programme, amongst 16 and 17-year-old students across secondary schools, sixth forms, colleges and youth groups, through assemblies, group work and other events.</li> <li>• Engage and Recruit eligible young people on to each NCS programme.</li> <li>• Assist young people and their parents/guardians throughout the process, from initial application, to the start of the activities, through to completion of the programme. This will include parents evenings, written communication, telephone calls and some home visits to those more vulnerable young people.</li> <li>• With support from NCS Co-Ordinator plan each NCS programme thoroughly from start to finish, ensuring every possibility has been thought of and taken into consideration.</li> <li>• Deliver on our NCS Skills Booster and Change Makers programme.</li> <li>• To identify and link with our key programme partners to secure practical support for residential weeks and social action weeks. Link with local universities, colleges and youth organisations to identify, recruit and train cohort mentors to deliver the structured activities.</li> <li>• Confirm bookings with residential/activity providers and establish a co-ordinated timetable of activities for each group of young people.</li> <li>• To maintain good rapport and discipline among the young people involved and safeguard both their health and safety both when they are on the Trust premises and when they are engaged in activities elsewhere.</li> <li>• Work as wave leader during NCS programmes and line manage and support any casual members of staff associated with the programme.</li> <li>• To ensure an innovative monitoring and evaluating process is undertaken for all NCS programmes in line with the Trusts monitoring and evaluating processes, creating both qualitative and quantitative data.</li> </ul> <p><u>Financial</u></p> <ul style="list-style-type: none"> <li>• Work with the NCS Co-Ordinator to ensure all NCS programmes work within their financial budget.</li> <li>• Work closely with other Community Engagement members of staff to track expenditure across all provision and ensure it aligns with the budget throughout.</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• Effectively support on delivery of any other Community Engagement projects that may need assistance.</li> <li>• Take a holistic approach to recruitment, focusing on the recruitment of participants for NCS alongside other PNECET programmes.</li> <li>• To act in accordance with the Trust’s strategic objectives and policies and seek to promote them.</li> </ul>

	<ul style="list-style-type: none"> <li>To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to any incidents taken place on programme.</li> </ul>
<b>4. General</b>	<p>To at all times represent Preston North End Community Trust and Preston North End Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible hours when and where the role requires including evenings, weekends, home match days and overnight stays.</p>

PERSON SPECIFICATION	DESCRIPTION
<b>1. Qualifications</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>A relevant qualification in Youth Work, Health and Social Care or equivalent.</li> <li>A 1st4Sport Level 1 Award in Coaching Football or other sport(s)</li> <li>Evidence of Continuous Professional Development</li> <li>Five GCSE's at Grade C or above</li> <li>Safeguarding (or willingness to work towards)</li> <li>First Aid (or willingness to work towards)</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Educated to a degree level in a relevant subject such as Youth Work, Community Work or Education.</li> <li>Mental Health First Aid</li> </ul>
<b>2. Experience/Skills/Abilities</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Experience of working on the NCS programme.</li> <li>Knowledge and understanding of the NCS programme.</li> <li>Experience of working on youth diversionary projects, including experience of working with hard to reach young people.</li> <li>Experience of planning and delivering residential programmes.</li> <li>Excellent verbal and written communication skills.</li> <li>Ability to think clearly, creatively, and resourcefully.</li> <li>A high degree of flexibility and confidentiality is needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Competent IT skills.</li> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Knowledge and understanding of safeguarding children and vulnerable adults.</li> <li>• Ability to support young people and maintain positive relationships with them.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of the charitable sector.</li> <li>• An understanding of Preston and the surrounding geographical area.</li> <li>• Understanding of current issues that are affecting young people.</li> <li>• A broad knowledge of barriers that young people may face and strategies to address where appropriate.</li> <li>• Previous experience of working on residential programmes for young people would be an advantage.</li> </ul>

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

### **Safeguarding Statement**

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Disclosure and Barring Service check (DBS).

### **General Information**

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.