

## Job Description

**Department:** People and Communities

**Division/Section:** Targeted Youth Support Service

**Job Title:** Programme Officer (NCS and Targeted DofE)

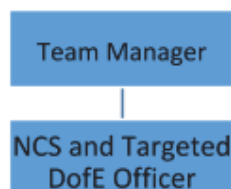
**Post No:**

**Grade:** 8

**Reports to:** Community and Interventions Team Manager

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



**DBS Check  
applicable?**

Basic  Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act  
1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management  
responsibility for:**

Up to 10 volunteers and on occasion up to 6 seasonal NCS staff.

**Size of  
budget:N/A**

**Accounting for up to £5000 budget**

**Job Purpose:**

The role of the Programme Officer is to work alongside the NCS coordinator to support the high quality delivery of the National Citizen Service programme as well as to oversee the administration and development of the local authority targeted DofE licence.

You will support all aspects of the NCS programme from promotion and recruitment through to programme design and delivery to ensure that Peterborough City Council meets its contractual targets.

You will lead the administration of the Local Authority Targeted DofE licence taking responsibility for developing the network of delivery centers and increasing the participation of vulnerable and hard to reach young people in the DofE programme.

### **Main Duties and Responsibilities:**

- Be proactive in the development of existing and new partnerships that will enhance both the NCS programme and the Targeted DofE offer.
- Lead on the negotiation and administration of service level agreements with schools and other delivery centers under the targeted DofE licence.
- To raise standards of achievement and widen the participation of vulnerable young people through the Targeted Duke of Edinburgh's award scheme and the National Citizens Service, working with youth projects, schools, third sector and targeted projects and other agencies.
- Work with schools and delivery centres to adapt the DofE and NCS programme to meet the needs of vulnerable young people as well meeting both programme standards.
- Communicate effectively, the key DofE and NCS marketing and recruitment materials to young people in schools, colleges and pupil referral units in order to generate interest from young people in the NCS programme.
- To lead on the development of the targeted DofE workforce through devising a suitable training plan which will support the delivery needs of staff and volunteers and ensure that all instructors and assessors for the various levels of the award are appropriately qualified.
- Be responsible for the administration of the Edofe system including registrations and verification of awards as well as any other data recording support structures that allow all Duke of Edinburgh groups to operate efficiently.
- Provide regular and detailed reports in respect of targeted DofE delivery and support the NCS Coordinator with reporting requirements.
- To promote young people voice and collaboration through feeding back on service delivery, influencing change and developing future services
- To manage the delegated budget for Duke of Edinburgh Award Scheme in accordance with financial regulations. To be responsible income generation in support of the development of the scheme
- Be responsible for developing opportunities for NCS Graduates to remain engaged with NCS and the local community through social action projects, peer recruitment and promotion of future programmes.
- Ensure a thorough follow-up of each young person who expresses interest in the programme within agreed timescales and in line with recruitment and conversion targets.

- Support the NCS Coordinator to set recruitment priorities and plan and manage workloads accordingly
- Work a flexible pattern including some early mornings, evenings and weekends in line with the role and programme requirements.
- Support the NCS coordinator to develop a robust NCS programme plan in line with contractual requirements
- Support the NCS coordinator to ensure that all NCS programme elements are in place, including residential, transport, room, activity bookings, guest speakers etc.
- Act as “Wave Leader” when required including supervision of staff through those periods.
- Ensure that all associated administration is completed accurately and in a timely fashion in accordance with contractual requirements.
- Support the Coordinator in the development and delivery of NCS training to associated staff groups.
- To participate in project staff meetings, supervision and Performance, Development and Review processes.
- To undertake professional development and training as agreed with the line manager

**Generic Responsibilities:**

To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.

**Variation Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** 12th Jan 2017

**COMPLETED BY:** Matt Oliver