

**TRENT BRIDGE**  
EST. 1838

# CANDIDATE BRIEF

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**Youth Engagement Project Officer**

JUNE 2022







AN INTERNATIONAL SPORTING VENUE,  
A PROFESSIONAL COUNTY CRICKET CLUB  
AND A THRIVING COMMUNITY HUB

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We are Trent Bridge, a cricket ground of global repute first established in 1838. We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team and our lauded community programmes

We are looking for the ideal candidate to deliver and develop the Positive Futures project within Aspley and surrounding areas, 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.

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.

## **Role Profile - Youth Engagement Project Officer**

- **Fixed term**
- **Full-time**

### **General objective**

To deliver and develop the Positive Futures project within Aspley and surrounding areas, 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
- 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 CPO 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 CPO in organizing 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 Aspley 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 CPO 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.

## **EQUITY, DIVERSITY AND INCLUSION**

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

## **SAFEGUARDING**

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

## Person Specification

### Youth Engagement Project Officer

|                   | <b>Essential</b>   | <b>Desirable</b>   |
|-------------------|--|--|
| <b>Experience</b> | <ul style="list-style-type: none"> <li>- Working with ‘challenging’ young people in a community setting.</li> <li>- Working successfully in partnership with a range of professional and voluntary sector agencies, groups and individuals.</li> <li>- Planning and delivering programmes, workshops and activities for young people.</li> </ul> | <ul style="list-style-type: none"> <li>- Monitoring and evaluating the outcomes of a project or programme.</li> <li>- Working in an education or alternative education setting / exclusion unit for young people.</li> </ul>   |
| <b>Knowledge</b>  | <ul style="list-style-type: none"> <li>- Understanding of the barriers, issues and influences affecting ‘at-risk’ young people.</li> <li>- Understanding of relevant Health &amp; Safety and Child Protection/Safeguarding policies and legislation.</li> </ul>  | <ul style="list-style-type: none"> <li>- Enthusiasm for and knowledge of a range of sports related activities.</li> <li>- Knowledge of data protection.</li> <li>- Understanding of governmental policy relating to children and young people and support agencies.</li> <li>- Basic understanding of SEND (Special Educational Needs &amp; Disability).</li> <li>- Basic Understanding of Adverse Childhood Experiences and the impact that it has on children and young people.</li> </ul> |
| <b>Skills</b>     | <ul style="list-style-type: none"> <li>- Excellent ‘people skills’ with a wide range of people including participants and project stakeholders.</li> <li>- Good standard and range of IT skills including internet, e-mail, word processing, spreadsheets.</li> </ul>  |  |

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|--|--|---|
|  | <ul style="list-style-type: none"> <li>- Excellent communication and interpersonal skills</li> <li>- Ability to relate to young people from a variety of backgrounds.</li> </ul>   |   |
| <b>Qualifications</b><br><br><b>Qualifications (continued)</b> |  | <ul style="list-style-type: none"> <li>- JNC recognised Youth Worker Qualification or equivalent.</li> <li>- First Aid at Work Certificate.</li> <li>- Level 1 or 2 National Governing Body Sports Qualifications.</li> </ul> |
| <b>Qualities &amp; Attitude</b>                                | <ul style="list-style-type: none"> <li>- A creative and innovative person who is committed to working with young people.</li> <li>- Outgoing, friendly, supportive personality with the ability to relate to, engage and motivate young people.</li> <li>- A commitment to equal opportunities and willingness to challenge discriminatory behaviour.</li> <li>- Self-motivated, with the ability to work on own initiative and manage work programmes in order to meet objectives.</li> </ul> |   |
| <b>Other</b>   | <ul style="list-style-type: none"> <li>- Ability to work flexibly including the occasional evenings and weekends.</li> <li>- Access to transport for work purposes.</li> <li>- The postholder will be subject to an enhanced DBS check.</li> </ul>   | <ul style="list-style-type: none"> <li>- Willing to attend training relevant to the role.</li> </ul>  |

## **HOW TO APPLY**

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

**The HR Department  
Nottinghamshire County Cricket Club  
Trent Bridge  
Nottingham NG2 6AG**

**Or email the HR Department at  
[Recruitment@nottsccc.co.uk](mailto:Recruitment@nottsccc.co.uk)**

***Deadline for applications:* 17.00pm Wednesday 3<sup>rd</sup> August 2022**

***Interview Date:* w/c 8<sup>th</sup> August 2022 at Nottinghamshire CCC.**

Applicants must be eligible to work in the UK  
No agencies please



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Nottinghamshire County Cricket Club  
Trent Bridge, Nottingham, Ng2 6AG  
(0115) 9823000  
[recruitment@nottsccc.co.uk](mailto:recruitment@nottsccc.co.uk)

