

## JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Project Officer – Team
RESPONSIBLE TO:	Project Coordinator
RESPONSIBLE FOR:	N/A

## JOB SUMMARY:

Newcastle United Foundation is a Delivery Partner for Prince's Trust Team. Team is a 14-week personal development programme for 16 to 25 year olds. Its primary aim is to build confidence, motivation and skills to help unemployed young people return to education or move into employment.

The Project Officer assists in delivering the Team programme directly in line with an agreed Toolkit, KPIs and targets, ensuring all activities adhere to Foundation and Prince's Trust safeguarding, quality and reporting standards, ensuring excellent participant and partner satisfaction. The Project Officer will report directly into the Project Coordinator.

## MAIN DUTIES:

Direct or Indirect responsibility

Duties/Responsibilities	D/I
<ul style="list-style-type: none"> <li>Assist in delivering the required number of Teams, ensuring delivery complies with the structured 14-week stages and processes outlined in the Team Toolkit, the Team minimum quality standards, all assessment criteria and any additional contractual obligations</li> </ul>	D
<ul style="list-style-type: none"> <li>Aid with recruit of young people</li> </ul>	D
<ul style="list-style-type: none"> <li>Attend overnight residential as part of programme delivery</li> </ul>	D
<ul style="list-style-type: none"> <li>Progress young people through the programme for programme retention, qualifications and positive outcomes achieved</li> </ul>	D
<ul style="list-style-type: none"> <li>Work with Foundation colleagues across all departments to encourage participant pathways in and out of other programmes</li> </ul>	D
<ul style="list-style-type: none"> <li>Maintain accurate and up-to-date records, paper and electronic, as required by the Foundation, Prince's Trust or any other funding partner, ensuring compliance with data protection policy and legislation.</li> </ul>	D
<ul style="list-style-type: none"> <li>Comply with the Foundation's and the Trust's policies for working with young people including Safeguarding, Health and Safety and any other operational procedures</li> </ul>	D
<ul style="list-style-type: none"> <li>Attend all necessary internal/external training courses and steering group meetings</li> </ul>	D
<ul style="list-style-type: none"> <li>Deliver each programme within agreed budgets</li> </ul>	D
<ul style="list-style-type: none"> <li>Regularly identify and share good news stories with the Communications Manager and the Prince's Trust with participant consent.</li> </ul>	D

## PERSON SPECIFICATION

Essential or Desirable Requirement

Qualification/Education	E	D
<ul style="list-style-type: none"> <li>Level 2 in English and Maths</li> <li>A teaching qualification or willingness to work towards</li> </ul>	E E	

Experience	E	D
<ul style="list-style-type: none"> <li>Working directly with young people from the Prince's Trust target groups</li> <li>Experience of working within a target driven environment to agreed KPIs</li> <li>Quality assurance</li> <li>Assessing young people</li> </ul>	E E E E	

Specialist Training	E	D
<ul style="list-style-type: none"> <li>Food hygiene certificate</li> <li>First aid at work certificate</li> <li>Minibus driving licence</li> <li>Delivering basic/functional skills</li> </ul>	E	D  D D

Aptitude or Skill	E	D
<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Able to work independently and as part of a team</li> <li>Knowledge of local provision for disadvantaged young people</li> <li>Able to work to deadlines, prioritising, work appropriately</li> <li>Excellent IT Skills (Outlook, Word, Excel, Powerpoint etc.)</li> <li>Knowledge of health and safety practices and procedures</li> <li>Knowledge of administration and verification of qualifications/accreditation</li> </ul>	E E E E E E E	      D

Personal Characteristics	E	D
<ul style="list-style-type: none"> <li>Commitment to the mission, aims and values of the Foundation</li> <li>Approachable and open minded</li> <li>A passion for supporting young people</li> <li>Ability to motivate and inspire others</li> <li>Desire to maintain up to date qualifications and practice</li> <li>An understanding of and commitment to equality and diversity</li> <li>Commitment to reflective practice</li> </ul>	E E E E E E E	



• Able to use own transport	E	
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### Special Terms

<b>Special Conditions</b>
35 hours per week (full time). Enhanced DBS check required.
<b>Working in different locations</b>
This post will be based at NUCASTLE, NE4 6BQ with some travel around the northeast region. Flexible working and some home-based working to be agreed.

*In addition to these functions, employees are required to carry out such other duties as may reasonably be required.*

### GENERAL STATEMENT

All employees of the Foundation must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

### SAFEGUARDING & WELFARE STATEMENT

The Foundation is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

If a role requires a CRC at Standard or Enhanced level (which may include checks against the Barred List), it is exempt from the Rehabilitation of Offenders Act (1974). Therefore all convictions, including all spent convictions that may not been subject to filtering by the disclosure should be declared on the documents provided as part of the recruitment process.

### EQUALITY STATEMENT

The Foundation is also committed to equality and diversity and believes in equal opportunities for all. We require all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

You are required to ensure a positive attitude towards equality and diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundations equality policy. You must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote positive working relationships between all internal and external stakeholders.

### DECLARATION

I acknowledge receipt of this job description. I have read, understood and agreed the terms outlined above. I understand that I must adhere to the requirements of this role for the duration of my employment. I further acknowledge and understand that the requirements of this role will change and evolve over time and that I must adhere to the requirements of the role as they apply from time to

time. I also acknowledge and agree that I may be issued with an alternative job description to reflect my role as it changes over the course of my employment.

Following an offer, and acceptance, of employment I acknowledge and agree that I may be added to one or many of the different software system providers that the Foundation uses (which may change from time to time) in order to administer my employment, to facilitate my role and my employee benefits and for the purposes of effective communications.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LM Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_