



NCS Engagement & Recruitment Manager

About the role:

BF Adventure (BFA) was established 30 years ago and has developed a 60-acre activity site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for children, young people and their families. BFA delivers the National Citizen Service (NCS) to over 200 young people from west Cornwall each year

NCS is a life-changing experience for 16 and 17-year-olds - they take part in outdoor activities, meet new people and have the chance to give something back to their communities. Through NCS, young people's confidence grows as they learn new skills and have a great experience which they can put on their CVs, university and college applications.

We are looking for the right individual whom can ensure we reach all eligible young people (16-17yrs) in west Cornwall, to promote the NCS programme and to fill all available contracted places. You will have outstanding relationship management skills with young people and the ability to negotiate and influence at a senior leadership level in schools and colleges and elsewhere whilst working to stretching targets.

At BF Adventure our mission is to **inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**. We work in line with a set of core organisational values

BF ADVENTURE VALUES

JOURNEY OF CHANGE

CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



TRUST

At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.



COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



INTEGRITY

We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!



SUSTAINABILITY

We seek to deliver lasting change and to minimise our impact on the planet.





Job Description

Post Title: NCS Engagement & Recruitment Manager

Salary Level: 4 to 5 - £18,655 to £25,025 (Dependent upon skills and experience with a performance related aspect)

Hours: 35 per week (Some evening and weekend working will be required)

Term: Fixed term 36 month contract (Subject to review)

Responsible to: Chief Executive Officer

Main purpose of Job:

To engage young people from across West Cornwall to ensure the successful delivery of the NCS contract across West Cornwall, developing strong strategic relationships with educational establishments and key stakeholders that work with young people to continue to grow the NCS programme

Main Tasks (not exclusive):

- Create and implement a mainstream school and college engagement strategy to increase young people's interest in the programme (gaining sufficient 'sign ups') by delivering assembly presentations, awareness events and tutor group workshops within schools and colleges.
- Develop and maintain strong strategic relationships within educational establishments and other key stakeholders (e.g. Head Teachers, Year and Tutor group leads)
- Create new stakeholder relationships, raising awareness of NCS via networking events, developing different non-mainstream engagement routes.
- Analyse data and trends to inform future strategies for engagement
- Contribute to recruitment planning and forecasting reports based on school engagement
- Develop knowledge of industry best practice to optimise and develop current systems
- Carry out any other relevant duties agreed with your Line Manager
- Must be flexible to travel across Cornwall and attend training and meetings further afield when required.

Other

Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks* as necessary to facilitate the smooth running of activities

*(within your level of experience, training and capability)



Person Specification

Experience / Skills

- Outstanding communication skills including ability to lead presentations to groups of up to 200 young people
- Strong negotiating, influencing and listening skills
- Experience of working in a target focused environment and ability to work to Deadlines (excellent time management)
- Experience of interpretation of MI data to identify trends and inform future strategies
- Ability to develop strong customer insight in order to maximise future relationships
- Technical skills which include: strong and immediately effective communications skills, excellent IT and administration skills (MS Word, Excel, PowerPoint), good
- Ability to work alone and as part of a team towards targets
- Access to a car with a full and clean driving licence due to significant travel across the region (Note: role holder will have access to an electric pool vehicle and will be expected to utilise this for the majority of local travel)

Personal Characteristics

- Commitment to BFA mission statement, objectives and values
- Must have a professional approach and be motivated to succeed
- The ability and willingness to work flexible hours

Desirable

- Working knowledge of NCS
- Experience of CRM systems
- Experience of relationship management in either a sales or educational based environment
- Sales experience within a target environment
- Good knowledge of the local area
- An understanding of the performance environment in which schools operate
- Experience of working in or regularly with a school

Please see next page....



What next:

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website. You can either use the online version or the Word format
- If you choose the Word document please save the Application Form in the following format:
Your name_NCSapplication_date
- Please email the form to jobs@bfadventure.org with the email subject
NCS Engagement & Recruitment Manager Application

The closing date for applications is 09.00Hrs 7th October 2019

Interviews are scheduled to take place on 16th October 2019 , although this is subject to change.

Please do not hesitate to phone us on 01326 340912 if you have any questions.
Many thanks for your interest and we look forward to hearing from you!