



NCS Engagement & Recruitment Coordinator

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.

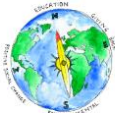
We are looking for the right individual whom can ensure we reach all eligible young people (16-17yrs) in west Cornwall, to promote the NCS programme and to fill all available contracted places. You will have outstanding relationship management skills with young people and the ability to negotiate and 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.

COLLABORATING

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



EMPOWERING

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



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 Coordinator

Salary Level: 4 to 5 - £18,200 to £21,000 (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 12 month contract (Subject to review)

Responsible to: NCS delivery manger

Main purpose of Job:

To engage young people from across West Cornwall through the delivery of high quality and engaging presentations, events and PSHE lessons in schools, college and other youth organisation to inspire them to sign up to NCS; while developing strong strategic relationships with educational establishments and key stakeholders that work with young people to continue to grow the NCS programme across the south west

Main Tasks (not exclusive):

- To deliver assembly presentations, awareness events and tutor group workshops within schools and colleges to increase young people's interest in the programme options (gaining sufficient 'sign ups').
- To develop and maintain strong strategic relationships within educational establishments and other key stakeholders to promote all programme opportunities and to develop the bespoke Skills Booster programme (e.g. Head Teachers, Year and Tutor group leads)
- Support with the Delivery of the rolling Changemakers programme
- To travel across West Cornwall for events and to attend training and meetings further afield if required.
- To demonstrate effective forward planning, organising and prioritizing own time to meet the anticipated workloads and delivery targets and objectives.
- To gather data from each of the schools and recruitment sites and develop a targeted recruitment strategy for each site
- To monitor volume of sign ups generated and adjust recruitment plans according to maximize participation in the NCS programme.
- To organize and run parent /carer presentations providing additional information regarding the programme to young people and their families /carers.
- To ensure the CRM (salesforce) and monitoring systems are accurate and in line with the compliance framework following each recruitment event, managing a caseload of schools including booking events and data inputting of expressions of interest.
- To report key information to managers following each recruitment event, including audience size, expressions of interest, conversion rates and recruitment volumes.
- To build and maintain relationships with a wide range of key stakeholders including teachers, parents/guardians, community leaders, governors in order to support NCS
- To offer a high standard of service to young people, parents and stakeholders providing appropriate and accurate information and demonstration a professional, helpful and positive manner.
- To support in the delivery of keep warm events to ensure that young people remain committed to the programme prior to attending departure day
- To work on programme in the summer and autumn as a wave/team leader



when required including overnight on the 2-week residential phases.

- To lead, direct, encourage and motivate staff to facilitate young people completing all phases of the NCS programme.
- To ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect NCS participants and staff
- To attend regular supervision sessions and all compulsory training events, both for BF Adventure and NCS, to enable all duties to be carried out effectively.
- To make sure that you read, are familiar with, and follow all BF Adventure policies and procedures.
- To act as an ambassador for BFAdventure, upholding and promoting our corporate values.
- To undertake any other duties that can be reasonably expected of you within the level of your job.

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)
- Technical skills which include: strong and immediately effective communications skills, excellent IT and administration skills (MS Word, Excel, PowerPoint)
- Experience of working with young people
- 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

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



What does good look like for this role:

- Excellent presentation skills and ability to adapt to audience
- Building relationships with schools and colleges
- Delivering on recruitment targets
- Accurate data inputting of data on contracted CRM systems
- Being pro-active in recruitment methods
- Strong leadership skills in leading a wave on programme
- Clear understanding of BFAdventure and its vision, mission and ethos

Safeguarding

BF Adventure is committed to safeguarding children, young people and vulnerable adults. We can only accept applications through our application form and the successful candidate will be required to complete an enhanced DBS check. Please see our website bfadventure.org for the full job description, application form and how to apply. Please note, we will only accept applications through this process.

What next:

- Please complete the Application Form and the Equal Opportunities Monitoring Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=AO3OYR0-XEmHu3-ZYxBWrCLKppP141Fg6BzTeMgDplURFVGvzZWUVhXMFkySTA5S1BPVkk4QVkk4NC4u&fsw=0>

- You can either use the online version or the Word format found online
- 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 8th November 2021

Interviews are scheduled to take place on 15th November 2021 , 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!