

NCS TEAM LEADER x 53

Contract: 4 week fixed term contract for Summer Programme

Maximum Salary: £1,700 (Dependent on completion all training days, keep warm event, programme phases and the graduation event have been completed) A full breakdown will be explained at interview.

Salary benefit: Accommodation and food provided on the residential phases.

Reporting to: NCS Programme Manager

Closing date: 15th March 2017

Job Purpose

To lead a team of 14 NCS participants through a variety of activities including two residential stays and a social action project.

Key Responsibilities

- Lead a team of up to 14 participants through all phases of the NCS programme.
- Supervise and encourage the Team Mentor, co-ordinate their work activities and provide assistance with their personal development needs.
- Ensure guided reflection sessions take place through a combination of participant led sessions, team sessions and Team Mentor led sessions in accordance with the NCS ethos.
- Be part of an on call rota during the residential periods in association with the Wave Leader, Team Mentor and other colleagues.
- Attend planned sessions to meet your team before the start of the programme to introduce yourself and your Team Mentor and to encourage full participation and turn-up.
- Work with all delivery partners including outdoor instructors and colleagues to support and ensure the enjoyment and achievement of participants.
- Manage participant behaviour and attendance in accordance with the procedures set out in the NCS Staff Handbook
- To provide a high level of feedback to the NCS office with regards to all aspects of the teams journey throughout the programme especially with regards to participation, attendance, behaviour and achievement.
- Ensure that the programme encourages and maximises the development of employability skills for all NCS participants.
- Enable the project to take full advantage of all social enterprise opportunities for NCS participants and collaborate with external organisations to identify and pursue sponsorship, volunteering and fundraising activities.
- Understand the needs of young people and ensure you offer a level of pastoral support, as outlined in the NCS Staff Handbook.
- Act professionally at all times in accordance with the guidelines of the programme.
- Ensure all health & safety protocols are followed in line with the NCS Staff Handbook.
- Ensure the safeguarding of participants in accordance with the NCS Staff Handbook.
- Ensure the project delivery is in line with the equality and diversity policy and guidelines as outlined in the NCS Staff Handbook.
- Administrative duties as outlined in the NCS Staff Handbook (including registers and surveys).
- Positively promote the NCS programme at all times, especially when in contact with all external parties.
- Be committed to the further development of the NCS programme by providing feedback and

suggestions to aid its development.

- Any other duties in line with role, salary and responsibility.

Competencies

- Have experience of working with the young people from different sections of the community in a professional capacity.
- Have experience of working on NCS programmes or other youth development or educational programmes.
- Able to work one to one with young people who require extra support.
- Have understanding of delivering effective communication skills.
- Able to positively influence young people who display challenging behaviour
- Proven ability to work on own initiative.
- Experience of voluntary work.
- Experience of residential work in a professional capacity with young people.
- Experience of supporting young people to enable them to reach their full potential.
- Ability to form a rapport with young people and colleagues.
- Be able to demonstrate that you have a commitment to supporting equality and diversity.
- Have excellent interpersonal and communication skills.
- Proven experience of excellent team work and collaboration in stressful situations.
- Ability to maintain appropriate personal boundaries with young people.
- Ability to manage time effectively in conjunction with the NCS programme.
- The ability to build effective relationships with community organisations.
- Excellent problem solving skills.
- Flexibility to work at any reasonable location/additional hours when required.
- Committed to young people's personal and social development and to providing opportunities which enable them to reach their full potential.
- Promotes and works in accordance with NCS values and ethos.
- Demonstrate working with an empathetic approach in difficult situations.
- A positive, enthusiastic and 'can do' approach to work.
- Commitment to quality and excellence through evidence of continuous professional development.

Knowledge

- Demonstrate knowledge of IT applications and information databases.
- An understanding of the Notts County FITC's commitment to Equality and Diversity.
- Demonstrate an understanding of relevant safeguarding/child protection issues.
- Knowledge of how to implement health and safety risk assessments.

Qualifications

Essential

- Relevant level 3 qualification.
- Level 2 in English and Maths

Desirable

- A recognised First Aid qualification.
- A full driving licence, with access to a car suitable for use on business is desirable but not essential.

This job is on a fixed term contract. Contracts will be rewarded after interview and successful completion of training.

The contract covers:

- Staff training x 3 days.
- Attending an event hosted for the participants prior to departure.
- Attending a meet and greet where you introduce yourself to your team and their parents (Three weeks prior to departure).
- Monday – Friday, outward bound residential including camping.
- Monday – Friday, inbound residential based in Nottingham.
- 1 week, (30 hours) of project planning work with your team to develop a project to improve an area of the community, chosen and designed by your team.
- 1 week, (30 hours) of project delivery.
- Attend graduation event in September.

Throughout all of this time, you will be responsible for your team of 14 participants.

There are 7 different start dates this summer. All programmes run for 4 consecutive weeks after the programme start date. You will be asked in interview for your first and second preference.

Programme start dates:

Wave 1- 26th June
Wave 2- 3rd July
Wave 3- 10th July
Wave 4- 17th July
Wave 5- 24th July
Wave 6- 31st July
Wave 7- 7th August