



NCS TEAM MENTORS x 53

Contract: 4 week fixed term contract for Summer Programme

Maximum Salary: £1,400 (Dependent on 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 (residential)

Reporting to: NCS Programme Manager

Closing date: 31st March 2017

Job Purpose

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

Key Responsibilities

- Support a team of up to 14 participants through all phases of the NCS programme.
- Identify participant's individual needs and provide tailored support accordingly.
- Support and where appropriate deliver guided reflection sessions, team sessions and discussion sessions as and when required in accordance with the NCS ethos.
- Contact and 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 the Team Leader, outdoor instructors and colleagues to support and ensure the enjoyment and achievement of participants.
- Support your Team Leader to manage participant behaviour and attendance in accordance with the procedures set out in the NCS Staff Handbook.
- Be part of an on call rota during the residential period in association with the Team Leader and colleagues.
- Understand the needs of young people and ensure you offer a level of pastoral support, as outlined in the NCS staff handbook.
- Ensure that the programme encourages and maximises the development of employability skills for all NCS participants.
- 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.
- Take part in team activities and encourage participants throughout all phases of the NCS programme.
- 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.
- Support administration 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 work manage time effectively in conjunction with the NCS programme.
- 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

- An understanding of 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

- 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.

This contracts covers:

- Staff training.
- 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 (two weeks prior to departure).
- Monday – Friday, outward bound residential including camping.
- Monday – Friday, inbound residential based in Nottingham.



football
in the
community



- 2 weeks (minimum of 60 hours) of project work with your team to plan and develop a project to improve an area of the community, chosen and designed by your team.
- 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