



NCS TEAM LEADER x 9

Contract: Fixed term contract for Autumn and bespoke programmes

Maximum Salary: £1,080

Salary benefit: Accommodation and food provided on the residential phases

Reporting to: NCS Project Manager

Job Purpose

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

Key Responsibilities

- Lead a team of NCS 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.
- 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.
- 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 proven ability to problem solve.
- A positive, enthusiastic and 'can do' approach to work.
- A good sense of humour.
- 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.
- 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 (pre-departure meeting).
- Outward bound residential and phase 2 community sessions.
- 30 hours planning and delivery to develop and deliver a project to improve an area of the community, chosen and designed by your team.
- Attend a graduation event.
- Completing all required paperwork in line with NCS processes.

Programme Start Dates

- 6 – 17th October (excluding 15th)
- 9 – 23rd October (excluding weekends)
- 20 – 28th October and 4 – 5th November