

NCS WAVE LEADER

Job Description for Summer 2020

The Wave Leader is an essential member of the National Citizen Service (NCS) and the seasonal staff team, having responsibility for up to 180 young people and 23 seasonal staff members. The Wave Leader will oversee the smooth running of the programme, line manage the seasonal staff team, and ensure the wellbeing and support of all young people on the programme. This is a **rewarding** and **challenging role** which will require you to **work long hours** and participate in a night shift rota during the residential phases of the NCS programme.

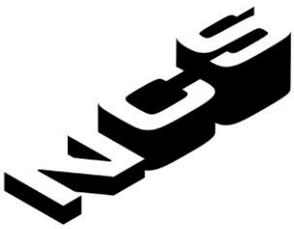
The Wave Leader acts as the face of the NCS programme to all staff and participants and works closely with the core Programmes Team at Learn by Design. **This role is suitable for an exceptional people manager with experience of leading large groups of young people.**

Locations	North East, Yorkshire and Humber, East Midlands, West Midlands, East Anglia, South West, South East and London
Role length	14-18 days (depending on programme model) and graduation event
Role Type	Partly residential, management
Salary	£1,537-£1,970 (depending on programme model)*
Dates	Various dates between June 2020 and August 2020. See 'work dates' below
Training	3 days and first aid training course

*Salaries may change based on National Minimum Wage and National Living Wage requirements for 2020

Main Responsibilities

- Oversee the NCS programme, inspire and motivate all the young people participating, ensure that the programme runs smoothly and to schedule

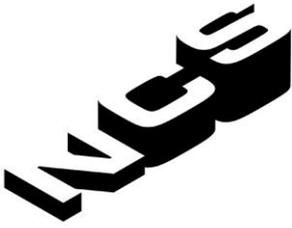


- Ensure all policies and procedures are followed and tasks completed accurately throughout the programme. Such tasks could include: completing staff and young people attendance registers, incident and safeguarding reporting, and risk assessments
- Support seasonal staff throughout the programme. This includes providing relevant feedback, reflecting on performance, and other individual development needs
- Ensure that guided reflection sessions take place in accordance with the NCS ethos and follow lesson plans provided, directly leading sessions where deemed necessary
- Support, guide and advise staff and their teams through the successful planning, delivery and evaluation of an impactful social action project that directly benefits people living in their local community
- Ensure that Team Leaders take appropriate action with regards to the management of participant behaviour, attendance, performance, and general safety and wellbeing of each young person in their team
- Establish a regular and accessible line of communication with parents/guardians as necessary, updating them at each stage of the programme as well as ensuring that all appropriate information is passed on to the relevant Programme Manager
- Act in accordance with the guidelines of the programme to uphold the reputation of NCS and Learn by Design. This includes maintaining a positive working relationship and with colleagues, visiting speakers, organisations and any other NCS stakeholders.

Person specification

Essential:

- Experience of **managing** and **inspiring** a staff team
- Experience of **motivating groups** of young people, providing **pastoral support** and managing **challenging behaviour**
- Experience of working in a **fast-paced**, demanding environment, **making decisions** under pressure and **adapting** working styles to different situations
- Ability to understand and follow **safeguarding** and **health and safety** guidelines, as well as other organisational policies and procedures
- Strikingly positive and **motivated attitude**, with a passion for building stronger communities as well as seeing change in society.
- An excellent **communicator** who is an adept manager of people with the ability to motivate, persuade, influence and listen to others
- Strong **presentation** and **planning skills** with experience of leading a curriculum



- Enthusiastic and flexible **team player** with high expectations of themselves and others

Beneficial:

- Experience of working in a **residential environment**
- Knowledge and experience of working on **social action projects**
- Experience of managing or **motivating groups** of people in stressful environments

Work Dates

Wave 1	29 June- 23 July
Wave 2	6 July- 30 July
Wave 3	13 July- 6 August
Wave 4	20 July- 13 August
Wave 5	27 July- 20 August
Wave 6	3 August- 27 August
Wave 7	10 August- 3 September

All our programmes run on weekdays with weekends as rest days. Please note we also run three-week programmes meaning shorter contracts are available.

Safer Recruitment Policy

Learn by Design is committed to **safeguarding** and **protecting** the young people with whom we work. As such, all posts are subject to a safer recruitment process, including a criminal record check and a check against barred lists. We expect all staff members to share our commitment to safeguarding by ensuring compliance with our policies and practices.

TO APPLY, PLEASE VISIT:

<https://www.learnbydesign.co.uk/ncs-jobs>