

NCS TEAM LEADER

Job Description for Summer 2020

The Team Leader is a key role in the delivery of National Citizen Service (NCS) programme. It is designed to support young people to participate in activities which will develop their sense of responsibility and encourage them to be active in their local communities. This is a **rewarding and challenging role** which will require working **long hours** and participation in a night shift rota during the residential phases of the NCS programme.

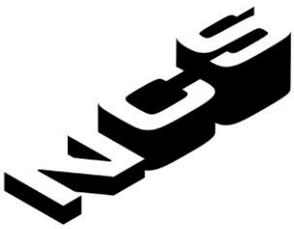
The Team Leader's role is to inspire and lead a team of 15-17-year old participants through the NCS summer programme. **This role is suitable for a mentor who can act as a strong role model and push each young person in the team to reach their full potential.**

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, mentor
Salary	£1,248-£1,585 (depending on programme model)*
Dates	Various dates between June and August 2020. See 'work dates' below
Training	2 days and optional first aid training course

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

Main Responsibilities

- Lead a team of up to 16 participants through the NCS programme, maintaining high levels of enthusiasm and engagement throughout. Ensure that the support, pastoral and safety needs of young people are met
- Manage an Assistant Team Leader and work collaboratively to coordinate workloads and to ensure the NCS code of conduct is upheld throughout the programme



- Deliver assigned curriculum including daily reflection sessions and follow lesson plans provided in line with the programme curriculum and NCS ethos
- Ensure all policies and procedures are followed and tasks are completed accurately throughout the programme. Such tasks could include: completing young people registers, incident and safeguarding reporting, and risk assessments
- Positively engage with all aspects of the programme including the outdoor activity first phase, residential second phase and the community-focussed third phase, adopting an inclusive approach to all aspects of the programme
- Work with the Assistant Team Leader to adhere to deadlines, procedures and timetables to ensure that all paperwork is completed correctly and handed in on time
- Work with all delivery partners including outdoor instructors and colleagues to support and ensure the enjoyment and achievement of all participants
- Coordinate, support and encourage your team through the planning, implementation and evaluation of an impactful social action project that directly benefits people living in their local community.

Person specification

Essential:

- Experience of building a **positive rapport** with young people from a variety of cultural, economic and social backgrounds
- Ability to **inspire** and **motivate** teams and individuals to help them achieve their potential
- Excellent **teamwork** and ability to **collaborate** effectively with colleagues
- Ability to be **proactive** and **adaptable** with the skills to think on your feet
- Well **organised** with a **responsible** attitude to paperwork and record-keeping
- Experience of working in a demanding environment, and the ability to **remain calm in difficult situations**
- Strikingly **positive** and **motivated attitude**, with a passion for building stronger communities and seeing change in society
- Ability to **follow the curriculum** and facilitate session for up to 16 young people

Beneficial:

- Experience of **leading** and **facilitating workshops** and **reflection activities**
- Ability to **follow a set curriculum**, adapting it to suit different audiences



- Awareness and understanding of **equality** and **diversity** and a commitment to personal and professional development

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>