

NCS TEAM LEADER

Job Description for Summer 2022

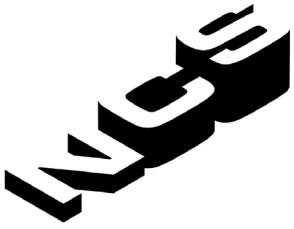
The Team Leader is a key role in the delivery of National Citizen Service (NCS) programme. It is designed to support young people to participate in activities which will develop their sense of responsibility and encourage them to be active in their local communities. This is a **rewarding** and **challenging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

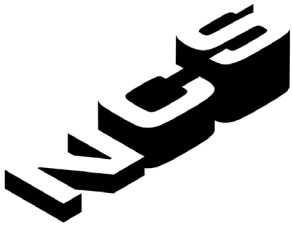
Locations	North East, East Midlands, West Midlands, East Anglia, South West, South East and London
Role length	2-week programmes (10 days in total)
Role Type	Partly residential, mentor
Salary	£892*
Dates	Various dates between July and August 2022. See 'work dates' below
Training	Online training modules and 1-day face to face training event*

*Salaries and training may change based on the programme requirements and Covid-19 restrictions.

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 facilitate session 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 (where applicable) and the community-focused 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 and varied learning styles.
- Awareness and understanding of **equality** and **diversity** and a commitment to personal and professional development.

Work Dates

The Team Leader can work on multiple programmes throughout the summer, please see programme dates below:

Programme 1 4 July- 15 July



Programme 2 11 July- 22 July

Programme 3 18 July- 29 July

Programme 4 25 July- 5 August

Programme 5 1 August- 12 August

Programme 6 8 August- 19 August

All our programmes run on weekdays with weekends as rest days.

Please note that the exact programme model may vary depending on the programme location and Covid-19 restrictions. This will be confirmed and further details provided at the allocation stage.

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 find out more and apply, please visit:

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

