

NCS ASSISTANT TEAM LEADER

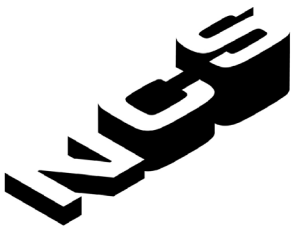
Job Description for Summer 2022

The Assistant 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 requires working **long hours** and participation in a night shift rota during the residential phases of the NCS programme.

The Assistant Team Leader's job is to act as a positive role model, motivator and mentor, whilst supporting the Team Leader in leading a group of up to 16 young people through the NCS programme. **This role is suitable for an individual who has work or voluntary experience in the secondary education sector and is looking to gain further skills in youth work.**

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, assistant mentor
Salary	£801*
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 requirements may change based on the programme requirements and Covid-19 restrictions.

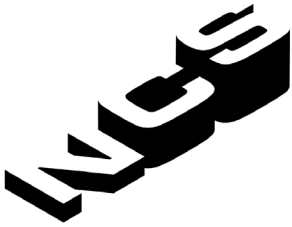


Main Responsibilities

- Assist in leading 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.
- Work collaboratively with a Team Leader to coordinate workloads and to ensure the NCS code of conduct is upheld throughout the programme.
- Assist in delivering assigned curriculum activities including daily reflection sessions and follow session plans provided in line with the programme curriculum and NCS ethos.
- Follow all policies and procedures and ensure key compliance tasks are completed accurately throughout the wave. Such tasks could include the completion of attendance lists and incident reporting.
- Positively engage with all aspects of the programme including the outdoor activity first phase and the community-focused third phase, adapting inclusive approach to all aspects of the programme.
- Work with the Team Leader to adhere to deadlines, procedures, and timetables to ensure that all paperwork is completed correctly.
- 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.
- Strikingly **positive** and **motivated attitude**, with a passion for building stronger communities and seeing change in society.
- Ability to **support** the delivery of **planned sessions** to small groups.

Beneficial:

- Experience of working in a **residential environment**.
- Knowledge and experience of working on **social action projects**.

Work Dates

The Assistant 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>

