



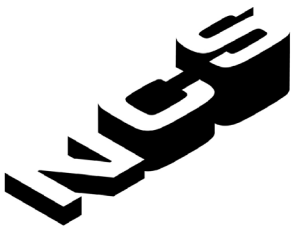
NCS ASSISTANT WAVE LEADER

Job Description for Summer 2022

The Assistant Wave Leader is an important role in the delivery of the 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 **challenging** and **rewarding role**, reporting to the Wave Leader, is an integral member of our seasonal staff team with responsibility for **supporting behaviour management** and **managing pastoral care** for all participants on the wave as well as supporting logistical arrangements and smooth running of the programme. **This role is suitable for a proactive youth worker with experience of supporting a wide range of young people.**

The Assistant Wave Leader will be allocated to programmes with over 144 young people on the ground to work together with the assigned Wave Leader.

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 manager
Salary	£954*
Dates	Various dates between July and August 2022. See 'work dates' below
Training	Online training modules and 2-day face to face training event*



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

Main Responsibilities

- Support the Wave Leader in helping to ensure that all Team Leaders are taking responsibility for managing the behaviour of the participants in their team, giving help, advice and guidance where necessary.
- Assist in the smooth running of the NCS programme, sharing in the line management of a seasonal staff team, and ensuring the wellbeing and support of all participants.
- 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.
- Supervise staff and participants to collaborate professionally with external charities, businesses and community organisations.
- Ensure all policies and procedures are followed and tasks are completed accurately throughout the programme. Such tasks could include completing staff and young people attendance registers, incident and safeguarding reporting, risk assessments and supervision.
- 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 with colleagues, visiting speakers, organisations and any other NCS stakeholders.

Person specification

Essential:



- Experience of **managing staff** in a collaborative, demanding **and fast-paced environment** – the ability to be **proactive** as well as flexible is a must.
- Experience of **motivating groups** of young people, providing **pastoral support** and managing **challenging behaviour**.
- 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 and 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 self and others.
- Ability to independently assess **priorities** and **multi-task** effectively.
- **Valid driving license** and access to a vehicle.

Beneficial:

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

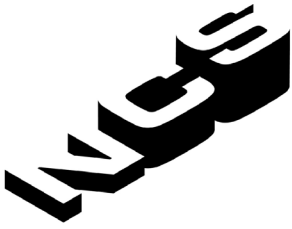
Work Dates

The Assistant Wave 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>

