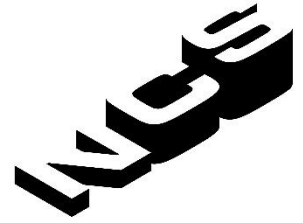




## JOB DESCRIPTION



<b>Job Title: NCS Assistant Team Leader Staff (Cannock)</b>		Approximately 50 positions available
Department Youth Department	Team NCS	
Reports to (Job Title) NCS Programme Coordinator & Youth Operations Manager		
Responsible for 15 YP	Job Grade	
<b>Dates:</b> All candidates must complete DBS, online training modules, and attend either face to face or digital training specific to their programmes.	2 Week Contract @ £9.89 an hour (Up to 65 hours) Earning up to £ 642.85 Or 3 Week Contracts @ £9.89 an hour (up to 120 hours) Earning up to £1186.80  Attending the celebration event in September.	
Location: Cannock – Exact TBC. Email <a href="mailto:john.beswick@ymcans.org.uk">john.beswick@ymcans.org.uk</a> for more info and application pack	Contract Type Sessional, 2 / 3Week Contracts*	

### Job Purpose

You will inspire and support a team of 15-17-year olds through a three week or a four-week programme, acting as their role model. They will be pushing each team member to reach their full potential and get the most out of the NCS programme. This rewarding and challenging role may require long working hours during the residential phases.

This role is suitable for a highly motivated and enthusiastic self-starter who can motivate others and act as a positive role model.

### Main Duties and responsibilities

#### Pre-Programme

- Complete all mandatory training both face to face & online.
- Complete DBS

## **Programme Delivery**

### **Project Delivery**

- Support the team leader & provide pastoral care of 13 to 16 young people for 3 or 4 weeks over the summer, overseeing the health, safety and behaviour management of the group always.
- Staff must attend debrief meeting on the Friday at the end of each week, upon returning to the YMCA after residential.
- Staff and not allowed to use their phones during day time sessions, this sets a bad example to the young people and will not be tolerated. Getting involved in all activities and not taking a back seat when external providers are delivering.
- Ensuring the engagement and participation of all young people on each activity and providing an inclusive environment for all to grow and thrive.
- Empowering each team member to develop new skills, and reflect upon their own progress and development.
- To work closely with the team leader & NCS wave leader ensuring the sessions are stimulating, engaging and flexible.
- All incidents to be reported to the wave leader these include safeguarding, critical incidents, A&E Accidents, or day to day incident whilst on program and a paper copy completed.
- Follow departure day procedure, and enforce the behavioural contract throughout the programme.
- Attend celebration event. Date TBC.
- Notwithstanding the job purpose and roles and responsibilities, you must be prepared to undertake additional tasks, duties and responsibilities at the discretion of the wave leader or Youth Operations manager.

### **Person Specification**

Essential (E) Desirable (D)
<b>Knowledge</b>
<ul style="list-style-type: none"><li>• Knowledge of local issues within the area and social action (D)</li></ul>
<b>Experience</b>
<ul style="list-style-type: none"><li>• Working with groups of 16-17yr olds (D)</li><li>• Proven ability in developing/innovating new projects (D)</li><li>• Supporting groups of YP (E)</li><li>• Working with Young People. (E)</li><li>• Working with Groups of Young People (E)</li><li>• Residential Experience (D)</li></ul>
<b>Personal Qualities</b>
<ul style="list-style-type: none"><li>• Enthusiasm and passion for NCS and the activities “can do attitude”</li><li>• Excellent interpersonal skills and good verbal communication skills</li><li>• Confidence in developing the respect of young people</li><li>• Enthusiasm and drive to ensure successful delivery of NCS</li><li>• Empathic, sensitive and approachable nature</li><li>• Tolerance and patience</li><li>• Ability to remain calm and composed in difficult situations</li><li>• Sound judgement and responsible nature</li><li>• Ability to lead and work as part of a team</li><li>• Flexible approach to work</li><li>• Commitment to support young people throughout the duration of NCS</li></ul>

- This post requires an enhanced DBS check and appropriate safeguarding training, dates TBC.

Extra information

Possible dates associated with role:

<b>Wave 1</b>	<b>5<sup>th</sup> July (2 week programme)</b> 2 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)
<b>Wave 2</b>	<b>12<sup>th</sup> July (3 week programme)</b> 1 x week @ Residential. 1 week Live Life at Staffs Uni non-residential & 30 hours Do Good (Planning & Delivery Social Action project)
<b>Wave 3</b>	<b>26<sup>th</sup> July (3 week programme)</b> 1 x week @ Residential. 1 week Live Life at Staffs Uni non-residential & 30 hours Do Good (Planning & Delivery Social Action project))
<b>Wave 4</b>	<b>16<sup>th</sup> August (2 week programme)</b> 2 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)

Face to face training for 2 days is also required, on the 5<sup>th</sup> & 6<sup>th</sup> June.

2- & 3-Weeks contracts available and you could work multiple dates e.g., Wave 1 and 3 or 2 and 4.