

**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | | |
| **Job Title: NCS Assistant Team Leader Staff (Stoke)** | | Approximately 50 positions available | | |
|  | |  | | |
| Department NCS | Team NCS | | | |
|  |  | | | |
| Reports to (Job Title) NCS Regional Program Manager & NCS Project Leaders and NCS Wave Leaders | | | |  |
|  | | |  | |
| Responsible for 15 YP  4 Week contracts plus celebration event @ £8.21 an Hour (170 Hours)  **Dates:**  Varying start dates. Date range for this contract is 24th June 2019 to the 30th August, this will depend on location and which wave of NCS programme you are selected for. | Job Grade 4 weeks total2 Weeks Monday to Friday Residential work& 2 Weeks 30 hours potentially including weekends & attending the celebration Event.Earnings up to £1,395.70 | | | |
|  |  | | | |
| Location: YMCA Hanley  email [john.beswick@ymcans.org.uk](mailto:john.beswick@ymcans.org.uk) for more info and application pack | Contract Type Sessional 4 week contract | | | |
|  | |  | | |

**Purpose of the Job**

You will inspire and support a team of 15-17-year olds through a four-week programme, acting as their role model. You 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 15 young people for 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.
* Support visits to community partners, charities, and help to facilitate your team as they design and deliver a successful Social Action Project (SAP).
* Follow YMCA safeguarding policies, critical incident policies and day to day procedure.
* Ensure feedback forms are completed, reports are completed for teams and highlight captured during the 2 residential phases.
* Capture a minimum of 3 positive case studies one from each phase
* Responsible for photos / videos of the team minimum standard the crib sheet for photos.
* Reinforcing the ethos of NCS, Social Mix, Social Action, Inspiration, Challenging, Guided Reflection and Increased Responsibility.
* Ensure all young people are in their own rooms before curfew and adhering to team contracts.
* Ensure procedure is met when departure and arriving that all YP are accounted for and feedback to Team Leader any people missing.
* Ensure night time procedure is adhered to make sure young people are in their own rooms for 11pm, work with other staff around rotas making sure there is a enough staff working at any one night. Minimum standard 50% of the staff on that wave.
* Attend celebration event in September date TBC
* Maintain confidentiality always and ensure respect for proper observance of and adherence to the YMCA confidentiality policy.
* You have a legal duty that gives you responsibility, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the charity on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.
* Notwithstanding the Job Purpose and Duties and Responsibilities included in this job description, you must be prepared to undertake additional tasks, duties and responsibilities at the discretion of senior management
* Comply fully always with the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, and Health and Safety and to undertake training in these areas when required.

**Person Specification**

|  |
| --- |
| Essential (E) Desirable (D) |
| Knowledge |
| * Knowledge of local issues within the area and social action (D) |
| Experience |
| * Working with groups of 16-17yr olds (D) * Proven ability in developing/innovating new projects (D) * Supporting groups of YP (E) * Working with Young People. (E) * Working with Groups of Young People (E) * Residential Experience (D) |
| Personal Qualities |
| * Enthusiasm and passion for NCS and the activities “can do attitude” * Excellent interpersonal skills and good verbal communication skills * Confidence in developing the respect of young people * Enthusiasm and drive to ensure successful delivery of NCS * Empathic, sensitive and approachable nature * Tolerance and patience * Ability to remain calm and composed in difficult situations * Sound judgement and responsible nature * Ability to lead and work as part of a team * Flexible approach to work * Commitment to support young people throughout the duration of NCS * This post requires an enhanced DBS check and appropriate safeguarding training, dates TBC. |