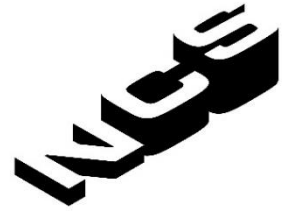




JOB DESCRIPTION



Job Title NCS Team Leader		Approximately 15 positions available
Department NCS	Team NCS	
Reports to (Job Title) NCS Programme Coordinator & Youth Operations Manager		
Responsible for 16 YP to 20YP	Job Grade	
Dates: All candidates must complete DBS, online training modules, and attend either face to face or digital training specific to their programmes.	2 Week Contract @ £11 an hour (Up to 84 hours) Earn £924	
Location: YMCA North Staffordshire, Harding Road, Hanley, ST1 3AE. Email john.beswick@ymcans.org.uk for more info and application pack	Contract Type Sessional, 2 Contracts*	

Purpose of the Job

You will inspire and lead a team of 15-17-year olds through a two week term time programme, acting as their role model and leader. 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

- Lead a team & provide pastoral care of 13 to 16 young people for 2 weeks overseeing the health, safety, and behaviour management of the group always.

- 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 to develop new skills and reflect upon their own progress and development. Linked to skill builder framework <https://www.skillsbuilder.org/universal-framework/listening>
- To work closely with the 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.
- Lead visits to community partners, charities, and facilitate your team as they design and deliver a successful Social Action Project.
- Follow YMCA safeguarding policies, critical incident policies and day to day procedure.
- Any fundraising money must be brought to the YMCA to be counted and banked first before issuing cheques to the charities. It is the Team Leader responsibility to ensure this happens at all times, under no circumstance should money be stored in personal bank accounts.
- Attend NCS graduation event.
- 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.

Compliance Elements

- Staff must complete all registers correctly, ensuring signatures are clear and readable and returned at the end of each week. (See training docs how to complete)
- Staff must attend debrief meeting on the Friday at the end of each week, upon returning to the YMCA after residential.
- Ensure completed timetables for social action are given to wave leader at the end of phase 2 (local residential)
- Team Leader reports sent electronically to the programme manager no later than a week after project ends with Social Action Project (SAP) document completed.
- Ensure all feedback sheets have been completed and there is minimum of 3 young people's case studies completed 1 after each phase from different participants.
- Staff will have to return their individual ruck sack at the end of each week and a check list will be completed for all items.
- All projects must have a risk assessment completed by team leader, wave leader and YMCA health & safety manager. Team leader must book a meeting with Bruce.Pettit@ymcans.org.uk in week 3.
- Ensure all photos are collected at the end of each phase and given to wave leader either via memory stick, phone cables, we transfer etc.
- 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.
- Team leaders to take photographs, boomerangs, short videos, team photos of their YP so that all the pictures can be added to the graduation event. (see sheet of photos we would like)
- 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.

- 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
<ul style="list-style-type: none"> • Knowledge of local issues within the area and social action (D)
Experience
<ul style="list-style-type: none"> • Working with groups of 16-17yr olds (D) • Proven ability in developing/innovating new projects (E) • Appreciation of the difficulties facing vulnerable young people. (E) • Working on own initiative. (E) • Leading and managing and supporting people (E) • Working with Young People. (E) • Experience of managing and working as part of a team in achieving team objectives and Key Performance Indicator targets. (E) & (D) • Working with Groups of Young People (D) • Residential Experience (D) • Working with SEN and Additional Needs (D) • This post requires a DBS check and appropriate safeguarding training, dates TBC (E)
Skills and Ability
<ul style="list-style-type: none"> • Leadership (E) • Capable of working on own initiative. (E) • Commitment to providing high standards of customer service (E) • Capable of working with minimum supervision (E) • Motivated to pursue continuous improvement in working practices (E) • Strong organisational skills (E) • Ability to work as part of a team in achieving team objectives and Key Performance Indicator targets. (E) • Understanding of the principles of effective staff supervision (E) • Project Planning (D) • Integrity (E) • Self-awareness (E)

Extra information

Possible dates associated with role:

Wave 1	27th September (2 week programme South Staffs College) 3 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)
Wave 2	11th October (2 week programme South Staffs College) 3 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)
Wave 3	11th October (2 week programme Leek College) 3 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)
Wave 4	1st November (2 week programme South Staffs College) 3 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)
Wave 1	1st November (2 week programme City College (Stoke)) 3 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)
Wave 2	15th November (2 week programme Newcastle College (Stoke)) 3 x days outward bound activities. 3 days Live Life & 30 Hours of Do Good (Social Action)

Face to face training for 21st & 22nd September times tbc

2 Week contracts but there is the possibility for 8 weeks work.