



**NCS TEAM ASSISTANT  
INFORMATION PACK**

**SUMMER 2019**



**COMMUNITY SPORTS  
& EDUCATION  
TRUST**

REGISTERED CHARITY NO: 1102239

# TEAM ASSISTANT

Passionate about working as part of a team, and learning new skills? Then the Team Assistant role is for you.

Team Assistants are vital members of the seasonal staff team, supporting Team Leaders by providing pastoral care to each of the individual young people within a team. Each team are usually made up of up to 15 young people.

You will support the Team Leader in running fun activities, ice-breakers, and guided reflection sessions, whilst ensuring that each young person is safe and getting as much as they can out of National Citizens Service (NCS). This is a hands-on role that requires an individual who is passionate about young people and can stay motivated in challenging situations. In other words, you are **'Chief Happiness Officer'**.

<b>Contract Length</b>	Paid Temporary contract
<b>Start Date</b>	(Various in Summer 2019) <i>Please see the "Wave Dates" section</i>
<b>Length of Employment</b>	Training weekend, Parents Information Event, 4week programme (weekday only) and 1 Graduation Event
<b>Location</b>	Watford
<b>Reporting To</b>	Team Leader and Wave Leader
<b>Salary</b>	Up to £1,370.25 (subject to change)

## CORE RESPONSIBILITIES

- Provide pastoral guidance and support to young people on programme
- Assist with the coordination of a team during the residential phases of the programme
- Ensure all health and safety protocols are followed in line with project guidelines
- Guide team discussions and tasks in accordance with project outcomes
- Support Team Leader(s) with challenging behaviour and building a team rapport
- Be a positive role model at all times
- Facilitate ice breaker sessions and/or assist with the guided reflection activities

## PERSON SPECIFICATION

### Essential:

- A passion and enjoyment for working with young people
- An understanding of the needs of 15-17 year olds and how to engage them
- Experience of working in a fast-paced and demanding environment
- Excellent spoken and written communication, and team building skills
- Be optimistic and have a positive outlook

### Desirable:

- Previous knowledge/experience of the NCS programme
- Experience of volunteering or working with young people aged 15 or 17 specifically
- Experience of working directly with young people with disabilities
- A current first aid qualification
- A youth work qualification
- Experienced and skilled in other areas of interest eg. social media

# HOW THE PROGRAMME WORKS

Team Assistants work on all phases of the programme including the Graduation Event.

## **Social Mixing (Residential Phase One):**

Young people bond through a week of challenging outdoor activities. This provides an opportunity for personal and social development through a series of physical and mental challenges to push participants out of their comfort zones. Residential four nights, five days.

## **Independent Living & Life Skills (Residential Phase Two):**

Young people return to their home community, with a focus on developing new skills and serving groups within that community. Teams should use a shared passion to build on their teamwork and project. Residential four nights, five days.

## **Phase Three (Social Action project):**

Facilitate and enable participants to design a social action project which will leave a positive legacy in consultation with the local community. It involves 60 hours of planning and delivery (30 hours for each) of a social action project.

## **Graduation:**

Attendance at the relevant Graduation Event showcasing and celebrating the achievements of the young people.

## WAVE DATES

The programmes will run across Watford and Three Rivers between Monday 24<sup>th</sup> June and Friday 30<sup>th</sup> August. The selected four-week programmes are called Waves.

Should you be successful, you must be available to work for a full Wave. Applicants should consider this when applying.

During the non-residential weeks travel, food and accommodation costs to the programme are not covered.

The dates that are available to work are listed in below. You will also be required to work the graduation ceremony which normally takes place on an **afternoon or evening in September**.

## HOW TO APPLY

All applicants should complete the application form and attach their CV. Please ensure you read the job description thoroughly to understand the requirements for the role you apply, and answer all questions fully.

If you'd like to take us up on this opportunity applicants should complete the **[Application Form](#)**.

If you would like to talk to someone in our team about the role then please email **[ncs@watfordfc.com](mailto:ncs@watfordfc.com)** or call the office on **01923 496240**.

Interview evenings will be **February 25<sup>th</sup> and February 26<sup>th</sup>**, you will only need to attend one. If successful, candidates must attend a compulsory training weekend on **June 1<sup>st</sup> and June 2<sup>nd</sup>**.

Please note that this job description serves only as a guideline for your responsibilities and is not a definitive list. Staff roles can be subject to change to meet new priorities and therefore you may, on occasions, be required to take on other responsibilities as necessary.

# SUMMER 2019 WAVE DATES

- Phase 1: Residential at an away outdoor activity centre (four nights, 5 days)
- Phase 2: Residential at a local activity centre (four nights, 5 days)
- Phase 3: Non-residential based in Watford and Three Rivers (2 weeks, daily Monday – Friday)

All dates in 2019	Mon 24th June - Fri 28th June	Mon 1st July - Fri 5th July	Mon 8th July - Fri 12th July	Mon 15th July - Fri 19th July	Mon 22nd July - Fri 26th July	Mon 29th July - Fri 2nd Aug	Mon 5th Aug - Fri 9th Aug	Mon 12th Aug - Fri 16th Aug	Mon 19th Aug - Friday 23rd Aug	Mon 26th Aug - Friday 30th Aug
<b>Wave 1 4 teams</b>	Wave 1 Monday 24th June - Friday 19th July									
<b>Wave 2 7 teams</b>			Wave 2 Monday 8th July - Friday 2nd August							
<b>Wave 3 7 teams</b>					Wave 3 Monday 22nd July - Friday 16th August					
<b>Wave 4 8 teams</b>							Wave 4 Monday 5th August - Friday 30th August			