



NCS TEAM LEADER INFORMATION PACK

SUMMER 2019



**COMMUNITY SPORTS
& EDUCATION
TRUST**

REGISTERED CHARITY NO: 1102239

TEAM LEADER

If you enjoy creating a positive impact in the lives of young people, then the Team Leader role is for you.

As a Team Leader you will be responsible for leading a team of up to 15 young people on the National Citizen Service (NCS) programme, supported by a Team Assistant. Leading by example is an essential part of being a Team Leader, showcasing the attitude and spirit that is needed to tackle the challenges that face participants in the programme and in life.

You must be enthusiastic in relating to young people and encouraging full participation in the programme. Your Team Assistant will assist you in overseeing and ensuring each individual young person have a fantastic experience on the programme.

Contract Length	Paid Temporary contract
Start Date	(Various in Summer 2019) Please see the "Wave Dates" section
Length of Employment	Training weekend, Parent Information Event, 4 week programme (weekday only) and 1 Graduation Event
Location	Watford
Reporting To	Wave Leader and Project Manager
Salary	Up to £1555.11 (subject to change)

MAIN DUTIES

Lead and Coordinate: Facilitate and lead a group of 14-15 young people aged 15-17 from various social backgrounds through the NCS programme.

Facilitate Activities and Workshop: Take an active role in Phase One and Two of the programme, supporting your team to create a successful and meaningful project. Also deliver fun activities and guided reflection sessions to ensure that each young person is reflecting on their progress and development (training will be provided).

Pastoral Care: Oversee the running of a team, and ensuring the wellbeing of up to 15 young people. Ensure that key policies such as Health and Safety, Safeguarding and Equality and Diversity are being put into action.

Champion NCS and Watford FC CSE Trust (Trust): Positively champion NCS and the Trust to all the young people on your Wave, seasonal staff members, and external partners such as community groups and charities.

Reports: Complete data returns as needed to provide statistical and qualitative feedback about the NCS programme throughout its duration as instructed by the Wave Manager. Report to the Wave Leader and/or Project Manager about any challenging behaviour and the progress of the team.

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 with young people in a paid or voluntary capacity
- Experience of working in a fast-paced and demanding environment
- Excellent communication and team building skills
- Ability to handle challenging situations and use initiative/problem-solving skills
- Ownership – ability to take ownership of tasked areas of responsibility
- Confidence to lead on guided reflection sessions and enable each team member to participate

Desirable:

- Previous knowledge/experience of the NCS programme
- Experience of fundraising or managing an event
- 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 Leaders 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 24th June and Friday 30th 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 or call the office on **01923 496240**.

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

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
Wave 1 4 teams	Wave 1 Monday 24th June - Friday 19th July									
Wave 2 7 teams			Wave 2 Monday 8th July - Friday 2nd August							
Wave 3 7 teams					Wave 3 Monday 22nd July - Friday 16th August					
Wave 4 8 teams							Wave 4 Monday 5th August - Friday 30th August			