



**NCS STAFF
EXPECTATIONS**

SUMMER 2019



**COMMUNITY SPORTS
& EDUCATION
TRUST**

REGISTERED CHARITY NO: 1102239

OUR EXPECTATIONS

At Watford FC CSE Trust (Trust) we look for all our employees to uphold the following qualities:



WORKING PATTERN

Working on National Citizen Service (NCS) can be intensive, with the hours reflecting this. On the residential phases there is an expectation that all staff will follow a night rota until 01:30am, and that you may need to work beyond your agreed hours to guarantee safety and well-being of the young people and staff members on your Wave. Staff can apply for more than one Wave if the dates allow for full completion of a Wave. Please note, Waves may be cancelled due to lack of young people which is out of the Trust's control. All attempts will be made to ensure staff are still able to work.

TRAINING

All applicants must undertake compulsory training with the Trust, as well as complete additional online NCS training. The training is a paid, contracted part of your hours **over a weekend**. Failure to attend training in person or complete additional online NCS training will result in termination of contract. The Trust will also provide Safeguarding and First Aid Qualifications which last for 3 years, all staff must attend these courses to go on programme.

SALARIES

All staff will be paid a competitive wage proportional to the number of days worked, with all absences unpaid by the Trust. Staff will pay for their own travel to departure venues and Phase 3, with the Trust not liable for these costs. Staff will also receive 12% holiday pay on top of their wage.

SAFEGUARDING

The Trust is an equal opportunities employer and welcomes applications from all sections of the community. The necessary Enhanced Disclosure and Barring Service certificate (DBS) check will apply to this post. Applicants with criminal records are welcome to apply, but certain convictions may go against the Trust's and NCS' safeguarding policies. All seasonal staff will be provided with, read, sign and return a Staff Code of Conduct.

DATA SHARING

To ensure safeguarding checks and Health and Safety checks can be adhered to, limited data sharing will take place between the Trust and residential providers regarding data sensitive information. No data will be shared with third parties for commercial benefit.

DIVERSITY AND INCLUSION

The Trust welcomes diversity in its applications. We will make sure to provide reasonable adjustments to accommodate additional needs or concerns.