



JOB DESCRIPTION

JOB INFORMATION	
Job Title:	NCS Assistant Team Leader
Department:	NCS – SWFCCP
Site:	Training Ground
Working Hours:	160 hours over 4 weeks
Salary	£8.21p/h

POSITION IN THE ORGANISATION	
Reports to:	Ann-Marie Morgan
Responsible for:	NCS Programme

OVERALL PURPOSE OF JOB
<p>SWFCCP is seeking to appoint enthusiastic, charismatic and dedicated Assistant Team Leaders for our Summer 2020 NCS Programme.</p> <p>NCS is a voluntary four – week programme for 16-17-year old's that promote:</p> <ul style="list-style-type: none">• A more cohesive society by mixing participants of different backgrounds• A more responsible society by supporting the transition into adulthood for young people• A more engaged society by enabling young people to work together to create social action projects in their communities. (For more information visit www.wearencs.com)

GENERAL DESCRIPTION – TASK RELATED
<ol style="list-style-type: none">1. To implement a high quality NCS experience to a team of up to 16 young people.2. To implement the NCS operational guidance towards delivering a successful quality programme.3. Support team leader in engaging with local volunteer center, community groups and charities for social action project opportunities.4. To safeguard Young People during NCS reporting and concerns or incidents to the NCS Manager.5. To support the team leader in signposting links to other education and volunteering provisions for young people.



6. Support the team Leader in keeping accurate up to date filing systems, data and records relating to NCS projects throughout employment in line with GDPR.
7. To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behavior.
8. To maintain Continuous Personal Development (CPD) and training specific to role.
9. To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
10. To work evening and weekends as the requirements of the job demands.

QUALIFICATIONS:

First Aid Certificate (willingness to update)

In date safeguarding (willingness to update)

Previous success in managing and motivating people in challenging environments.

Experience working with or for a charitable cause/fundraising

Full UK driving licence and a car available for work use or have access to regular and reliable public transport.

SKILLS & EXPERIENCE:

To have at least one years' experience working with young people either in a youth or sport environment.

A proven record of demonstrating problem solving skills and using initiative.

Experience of engaging with and delivering activities to people with Disabilities would be an advantage

Ability to build rapport and maintain effective relationships with young people.

A sound working knowledge of the barriers people face and the practical means in which these can be overcome and signpost to the relevant agencies, which can support.

Experience of delivering projects that involve young people aged 15-17 years old.

Examples of self-motivation and the ability to work on own initiative.



Every day inspired

Excellent interpersonal communication skills and ability to lead a team of up to 16 young people

Good organisational skills.

REVIEWED BY:

APPROVED BY:

DATE: