



JOB DESCRIPTION

JOB INFORMATION	
Job Title:	NCS Wave Leader
Department:	NCS – SWFCCP
Site:	Training Ground
Working Hours:	160 hours over 4 weeks
Salary	£10.00 p/h

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

OVERALL PURPOSE OF JOB
<p>SWFC Community Programme is seeking to appoint four enthusiastic, charismatic and dedicated NCS Wave Leaders to help organise and deliver our Summer 2020 NCS programme for young people aged 16-17 within the Sheffield area.</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 http://www.wearencs.com)

GENERAL DESCRIPTION – TASK RELATED
<ol style="list-style-type: none">1. To implement the NCS programme during the residential phases.2. To implement the NCS operational guidance towards delivering a successful quality programme.3. Engagement with local volunteer centre, community groups and charities for social action project opportunities.4. To undertake outreach in the community to engage hard to reach young people and those whose first language is not English.



5. To help create signposting links to other education and volunteering provisions for young people.
6. To attend related networks, meetings and NCS events, supporting partnership and sharing good practice when required.
7. To liaise with a range of key stakeholders such as schools, Colleges, young people's services, youth groups and parents to ensure effective engagement and participation in NCS.
8. Keep accurate up to date filing systems, data and records relating to NCS projects throughout employment
9. To undertake project evaluation and monitoring as required
10. To support the marketing and promotion of NCS related activities
11. 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.
12. To maintain Continuous Personal Development (CPD) and training specific to role.
13. To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
14. To work evening and weekends as the requirements of the job demands.

QUALIFICATIONS:

Youth Work qualification, or equivalent experience.

A full UK driving license

First Aid Certificate (willingness to update)

In date safeguarding (willingness to update)

SKILLS & EXPERIENCE:

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

IT competent in Microsoft Office and Google Drive suite

A proven record of accomplishment in delivering targets.

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

Knowledge of how to market activities to young people would also be an advantage.



Every day inspired

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

Relevant experience in coaching, teaching or mentoring within a youth environment.

Relevant experience in activity planning, project and staff management.

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

A proven record of accomplishment of working with external partners.

An ability to work under pressure to tight deadlines.

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

Excellent communication skills including written, telephone and interpersonal skills.

Good organisational skills.

REVIEWED BY:

APPROVED BY:

DATE: