



Sheffield United Community Foundation Job Vacancy



NCS Team Leader - Summer 2020

NCS Job Specification:

The National Citizen Service (NCS) is a government funded programme which aims to bring 15-17-year olds together from different backgrounds, embarking on a journey that builds life skills for work and life whilst taking on new challenges and meeting new people. During the three-week residential programme, the young people get the opportunity to take part in a range of outdoor activities as well as making a difference in their local community.

Sheffield United Community Foundation are seeking to employ several enthusiastic, charismatic and dedicated individuals to deliver our successful NCS programme. All our Community programmes are aimed at strengthening self-esteem, developing personal skills, promoting healthy behaviours and lifestyles, and in doing so improve academic achievement, enhance employability and increase the feeling of self-worth and wellbeing.

Team Leader:

Team Leaders are responsible for the management of an NCS Team of 16 students with support from another Team Leader. Team Leader's should be driven, passionate, and be able to coach, motivate, lead, and support a group of young people.

Responsible to:

Wave Leader, NCS Co-ordinator, and NCS Programme Manager

Responsible For:

Young People

Dates:

Sheffield United Community Foundation are running four NCS programmes this Summer with various working options to apply for. Please find the dates on the application form. You will need to state your availability and date preferences.

Salary:

Competitive

Format:

The 3-week NCS programme is delivered in the following format:

Week 1: Be Epic – Monday to Friday residential – location dependent on wave

Week 2: Live Life – Monday to Friday residential – Student Accommodation based in Sheffield

Week 3: Do Good – Monday to Friday (30 hours) NON-RESIDENTIAL – location dependent on community project but will be based in Sheffield

Graduation: TBC

Successful applicants would be required to attend all the above as well as keep warm events, induction evening & mandatory training weekend (April/May 2020 specific date TBC).

Roles and Responsibilities:

- To provide supervision, motivation, and inspiration to a team of 16 participants enhancing their NCS experience
- Keep participants focused and engaged during activities throughout the programme.
- Assist in the delivery of activities on programme ensuring that young people complete the required 30 hours of social action delivery and planning.
- Act as liaison during the NCS programme for young people aged 16-17 and their parents/carers.
- Resolve minor issues daily, ensuring active engagement and communication towards safeguarding.
- Responsible for cash handling and budget tracking on programme.
- To be responsible for all medical forms /other confidential information.
- Administering first aid when required
- To be responsible for the completion of registers throughout the programme
- Successfully support your colleagues and any volunteers
- Liaise regularly with your programme manager to keep them informed of any issues and progress
- Be responsible for 16 young people with another Team Leader

Welfare:

- To ensure group harmony and facilitate the group dynamics, tackling any problems and resolving confrontation.
- To ensure the safeguarding of young people is paramount and report any issues to the Wave leader within 48 hours and completing the incident report form within 48 hours of any incident taking place.
- To administer basic First Aid, if required, in line with first aid training and assist in the administration of medication for young people if required/appropriate.

NCS Activities:

- Provide support during NCS to your allocated team and ensuring all activities are undertaken in the spirit and ethos of NCS.
- Ensure young people observe rules pertaining to appropriate behaviour and conduct at all times as laid out in the NCS Code of Conduct.
- Ensure the participants remain safe and adhere to Health and Safety guidelines, throughout the programme and during their social action project phase.

- Uphold and positively contribute to the outstanding reputation of Sheffield United Community Foundation and represent Sheffield United Community Foundation during NCS in a professional manner.
- Take action if inappropriate behaviour happens (procedures will be covered during training).
- Live with and support participants in activities in the residential aspects of the programme. This will include supervision of evening activities and dorms.
- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

About you

Candidates must demonstrate the following skills and characteristics:

Essential:

- Minimum 1 years' experience of working in or volunteering with youth or diverse community organisations or experience in a residential youth environment (e.g. youth camp, scout camp, boarding, teaching, coaching, or instructing.)
- Must be able to demonstrate problem solving skills, ability to motivate, inspire and use your own initiative.
- Must be able to demonstrate an ability to build a rapport with young people and maintain effective, professional relationships.
- Must be able to demonstrate the ability to effectively and respectfully resolve potential or existing conflicts, showing creativity and resourcefulness.
- Must be well organised.
- Must have a sound judgement and a responsible attitude
- Must be interested in young people's personal development.
- Must have strong interpersonal & communication skills and be able to lead and work as part of a team.
- Must have confidence in developing the respect of young people
- Must have enthusiasm and drive to ensure successful delivery of NCS, having an empathetic, sympathetic and approachable nature.
- Must be tolerant and patient.
- Must have the ability to remain calm and composed in difficult situations
- Must be over the age of 18

Desirable:

- Previous success in managing and motivating people in challenging environments.
- Experience of Sheffield United Community Foundation activity/ programmes.
- First Aid Qualification and safeguarding qualification
- Experience working with or for a charitable cause/fundraising
- Additional skills such as Street Dance, Spray Art, Film, Media, Drama or Music
- Full UK driving licence and a car available for work use or have access to regular and reliable public transport.

To Apply:

To apply for a position please complete the 'NCS Staff Application Form' and send with a copy of your CV by email or post to the details to the right.

Please note this post is subject to an enhance DBS check, validation of references & completion of training weekend.

Application closing date: 02/03/2020
Interviews: to be held: Monthly

Contact Details:

Office: 0114 2619883
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