

NCS Assistant Team Leader Job Description and Personal Specification

Job title:	NCS Assistant Team Leader
Hours of work:	4 weeks (including 2 weeks residential and 60 hours in last 2 weeks)
Salary/Grade:	Sessional
Reports to:	Wave leader
Level of screening:	Enhanced

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

The National Citizen Service (NCS) is a fantastic opportunity open to all 15 to 17-year-olds across England, providing them with skills and experiences that can't be learnt in the classroom. We aim to support participants' personal and social development and help them develop the confidence; skills and attitudes they need to take on active roles in their communities and develop themselves for their own future.

Since 2010, 33,769 young people have taken part in Catch22 National Citizen Service (NCS) programmes, dedicating over 430,000 hours to social action and community projects. Over 3000 dedicated members of Catch22 NCS staff helped make this happen.

Where you fit in

We are looking for dynamic and passionate people to join our NCS team this summer. You will be an organised and confident person, able to engage and support a group of up to 15 young people aged 15 to 17 through an intensive four-week programme including residential trips away from home, local skills workshops and social action activities. As part of the role you will need to encourage, motivate and inspire teams to make the most of their NCS experience and help them to develop transferable skills for their future.

The NCS Programme is divided in to four phases:

- **Phase 1: Be Epic** - 4 night away Residential
You will go away with your team for four nights and three days for outdoor adventure, new challenges and team-building
- **Phase 2: Live Life** - 4 night away Residential
Away residential at university student accommodation supporting the team to develop independent living skills and getting to know their local community.
- **Phase 3: Do Good** - 60 hours of social action in the local community
You will support your team design and implement a project that will make a real difference to their local community
- **Phase 4: Go Party** - Celebrate with your team at graduation

Main Duties & Accountabilities

1. Support, encourage and motivate a team of fifteen young people to complete all phases of the NCS programme, including pre-programme engagement, 2 four-night-five-day residentials, social action planning & delivery and graduation events.
2. Assist the Team Leader to ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect NCS participants and staff.
3. Work with the NCS staff team to deal with challenging behaviour from young people.
4. Engage and build positive relationships with young people and their parent/carers to provide effective support on a one-to-one or group basis to achieve NCS outcome targets.
5. Support the facilitation of workshops and reflection activities so that young people can develop an understanding of the skills learnt and how they can use them in the future
6. Ensure any matters for concern are reported immediately to the NCS Team Leader
7. Assist in ensuring in-kind funding opportunities are maximised and on or above target.
8. Ability to raise issues/concerns with line manager in appropriate manner
9. Attend and complete all compulsory training to enable all duties to be carried out effectively within expected timeframes.

Other duties

- You will be required to work two four-night-five-day residentials.
- To make sure that you read, are familiar with, and follow all Catch22 policies and procedures, and to read and accept key Catch22 policies.
- To act as an ambassador for Catch22, upholding and promoting our corporate values.
- To undertake any other duties which can be reasonably expected of you within the level of your job.
- This post will involve overnight stays and it will also involve some evening and weekend working.

Additional information

- **Dates:** Please see job advert
- **Payment:** Earn up to £1,379.28 for the Summer 2020 programme
- **Accommodation, meals and transport:** Provided for residential weeks one and two
- **Level of DBS Disclosure required:** Enhanced
- **Reports to:** Team Leader
- **Assessment days:** Please see job advert

What does good look like for this role?

NCS is a once in a lifetime experience with the potential to change a young person's outlook and future. As a team leader you are a positive role model to young people and will have the opportunity to inspire, motivate and guide young people through their NCS programme so that that they can develop transferable life skills and make positive choices in their future.

Organisational Relationships

You will report directly to the NCS Wave Leader and will be delegated work from them. It will be crucial for you to support the work of the Team leaders and ensure that you are working together to support your team through the NCS programme. Successful NCS delivery also relies on making good relationships with key organisations and individuals in the local community.

Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 GCSE or equivalent 	<ul style="list-style-type: none"> • A relevant qualification in Youth Work, Health and Social Care or equivalent • Coaching qualifications 	Application & Interview
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the NCS programme. • Knowledge of young people services 	<ul style="list-style-type: none"> • An understanding of Health and Safety, Safeguarding and data handling practices. • An awareness and understanding of Equality & Diversity issues 	Application & Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience and understanding of the issues affecting young people. 	<ul style="list-style-type: none"> • Experience of working directly with young people in a paid or voluntary position. • Experience with working in a community development setting 	Application & Interview
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels, orally and in writing. • Ability to work on your own initiative to an agreed action plan. • Ability to organise your own work routines effectively. • Ability to handle sensitive and confidential issues with tact and diplomacy • Ability to facilitate discussions in workshops Punctual and reliable to ensure professional service. • Creative and flexible and able to work well with others in a team. 	<ul style="list-style-type: none"> • Experience of planning and delivering activities in partnership with young people 	Assessment day

OTHER	<ul style="list-style-type: none">• Commitment to personal and professional development.• Able to work within a flexible timetable and to commit to at least one 4 week programme• Share Catch22 values• Awareness of and commitment to Equality & Diversity	<ul style="list-style-type: none">• A full UK driving licence and access to a car for work purposes	
--------------	---	---	--