Job Description and Person Specification

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| **Job Title:** | NCS Team Leader |
| **Place of work:** | West Midlands - Telford & Wrekin, South Staffordshire, Shropshire |
| **Hours of Work:** | Sessional  All year round 16 hour long experiences. Flexible programmes with choice of start dates. |
| **Grade:** | D |
| **Reports to:** | NCS Programme Coordinator |
| **Level of DBS Disclosure required** | Enhanced |

# Main Duties and Accountabilities

1. Lead, encourage and motivate a team of up to fifteen young people to complete a NCS Community Experience . Multiple start dates throughout the year. Delivering sessions that give young people 15 – 16 years old the life skills to transition into adulthood.
2. Assist the NCS Programme Coordinator 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. Lead and direct an allocated NCS Team Assistant under the direction of the NCS Coordinator.
4. Ensure all participant registers and relevant paperwork (including risk assessments, safeguarding reports and incident reports) are completed within agreed timelines and to a high standard
5. Work with the NCS staff team to deal with challenging behaviour from young people
6. 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.
7. Ensure programme content is relevant to the local community and builds on existing relationships with partner individuals and organisations to provide young people with a quality NCS experience, ensuring they learn community and citizenship values within their local environment.
8. Record daily activity across delivery of the local NCS programme, including participant contact and outcomes during the programme, and ensure these are fully up to date in time for regular reports to the Catch22 NCS national team.
9. Assist in ensuring in-kind funding opportunities are maximized and on or above target
10. Attend regular supervision sessions and compulsory training to enable all duties to be carried out effectively.

# Other

* You will be required to work a minimum 16 hour long programme ( programme times vary from evening , weekends and school holidays ) so that you can build relationships with the young people in your team. Programmes running all year round.
* 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.

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications**  **and Experience** | Experience of working directly with young people from a wide variety of backgrounds  Experience of planning, delivery and evaluation of activities for and with young people  Experience and understanding of Health and Safety, Safeguarding and data handling practices | Professional qualification in a relevant discipline e.g. Youth and Community Work, Social Work, Education, Counselling, Health, or Sports  Coaching qualifications Experience and understanding of  the issues affecting young people at risk of social exclusion/offending  Experience of youth-led programme development and participative techniques |
| **Knowledge** | Knowledge of the NCS programme | Working knowledge of alcohol, drugs, and their effects  Knowledge of engaging young people and managing behaviour |

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| **Skills and Abilities** | Ability to communicate effectively at all levels, orally and in writing  Ability to use IT effectively  Ability to work on your own initiative to an agreed action plan  Ability to organise your own work routines effectively with a minimum |  |
| **Equal Opportun ities** | An awareness and understanding of Equality & Diversity issues | Ability to promote equality, diversity, rights and responsibilities of individuals |
| **Other** | Punctual and reliable to ensure professional service  Creative and flexible and able to work well with others in a team  Commitment to personal and professional development | A full UK driving license and access to a car for work purposes or  good transport routes to ensure access to community locations. |

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