



Job Description and Person Specification

Job Title:	NCS Wave Leader – Sessional
Place of work:	Various
Hours of Work:	Sessional 2 – 8 weeks (July – August)
Grade:	
Reports to:	NCS Programme Lead
Level of DBS Disclosure required	Enhanced

Main Duties and Accountabilities

1. Lead, direct, encourage and motivate a seasonal staff team to facilitate young people completing all phases of the NCS programme, including pre-programme engagement, residentials, social action planning & delivery and graduation events.
2. Assist the NCS 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. Manage any safeguarding or health & safety incidents in line with Catch22 and NCS procedures.
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. Support the NCS Workforce 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 maximised and on or above target.
10. Carry out regular supervision sessions with seasonal staff and volunteers to enable all

duties to be carried out effectively.

11. Attend regular supervision sessions with the NCS Programme Lea and compulsory training to enable all duties to be carried out effectively.

12. Manage a petty cash float to be used to support the running of the programme.

Other

- You will be required to work a residentials where applicable (four nights, five days), during which you will be expected to undertake night duty on a rota basis.
- 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

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

Skills and Abilities	<p>Ability to communicate effectively at all levels, orally and in writing</p> <p>Ability to use IT effectively</p>	
Equal Opportunities	An awareness and understanding of Equality & Diversity issues	Ability to promote equality, diversity, rights and responsibilities of individuals
Other	<p>Punctual and reliable to ensure professional service</p> <p>Creative and flexible and able to work well with others in a team</p> <p>Commitment to personal and professional development</p>	A full UK driving license and access to a car for work purposes

