

## NCS Wave Leader

### Job Description and Personal Specification

<b>Job title:</b>	NCS Wave Leader
<b>Hours of work:</b>	4 weeks ( including 2 weeks residential and 60 hours in last 2 weeks)
<b>Salary/Grade:</b>	Sessional
<b>Reports to:</b>	Programme Lead
<b>Level of screening:</b>	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 sessional NCS Wave Leaders to support our Team leaders and Assistant team leaders to help guide a cohort of 15 to 17-year-olds through the NCS programme, helping ensure they have an experience of a lifetime, learn new skills and become inspired to make a difference in their communities.

You will lead, direct, encourage and motivate a staff team to facilitate young people completing all phases of the NCS programme, including pre-programme engagement, two residentials, social action planning & delivery and graduation events. If you're an seasoned Youth Worker, this role will allow you to develop your leadership and planning skills

### 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. Lead, direct, encourage and motivate a seasonal staff team to facilitate young people completing 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 NCS Programme lead 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 team leaders 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 in order 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. Organise daily team meetings with staff to ensure that the team are briefed about the tasks and any issues are logged and reviewed.
11. Deliver training requirements if needed during programme with staff to ensure that staff are feeling confident about delivering the curriculum
12. Ability to raise issues/concerns with line manager in appropriate manner
13. Attend and complete all compulsory training to enable all duties to be carried out effectively within expected timeframes.
14. Manage a petty cash float to be used to support the running of the programme.

### Other duties

- You will be required to work 2 four-night-five-day residentials, during which you will be expected to support management of behaviour overnight and manage time to accommodate this.
- 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 £1,416 for the Summer 2020 programme
- **Accommodation, meals and transport:** Provided for residential weeks one and two
- **Level of DBS Disclosure required:** Enhanced
- **Reports to:** NCS Programme Lead
- **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 wave leader you are a positive role model to young people and to the staff team.

- Performance management, guidance and support for the sessional staff team
- Constantly reviewing and making changes to the programme in response to needs of young people
- Delivering an engaging and creative NCS programme
- Ensuring brilliant basics are met and creating opportunities for magic moments on NCS
- Passionate about supporting young people to meet their potential
- Attention to detail in recording and reporting incidents and safeguarding
- Clear understanding of Catch22 and its vision, mission and ethos

### Organisational Relationships

You will report directly to the Programme Lead and will be delegated work from them. It will be crucial for you to support the work of the Team leaders and Assistant team leaders and ensure that staff are working together to deliver an engaging and fun NCS programme. Successful NCS delivery also relies on making good relationships with key organisations and individuals in the local community.

<b>Job Title: Person Specification</b>			
<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant qualification in Youth Work, Health and Social Care or equivalent</li> <li>• Coaching qualifications</li> </ul>	Application & Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the NCS programme.</li> <li>• An awareness and understanding of Equality &amp; Diversity issues.</li> <li>• An understanding of Health and Safety, Safeguarding and data handling practices.</li> <li>• Understanding of local community needs</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of alcohol, drugs and their effects</li> <li>• Working knowledge of delivering a pre-set curriculum effectively</li> </ul>	Interview and Group assessment
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working directly with young people from a wide variety of backgrounds</li> <li>• Experience of planning, delivery and evaluation of activities for and with young people</li> <li>• Experience of working in a residential setting with young people from a wide variety of backgrounds</li> <li>• Experience of supporting a staff team and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and understanding of the issues affecting young people at risk of social exclusion/offending</li> <li>• Experience of youth-led programme development and participative techniques</li> </ul>	Interview

<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively at all levels, orally and in writing.</li> <li>• Ability to work on your own initiative to an agreed action plan.</li> <li>• Ability to organise your own work routines effectively.</li> <li>• Ability to handle sensitive and confidential issues with tact and diplomacy</li> <li>• Ability to facilitate discussions in workshops Punctual and reliable to ensure professional service.</li> <li>• Creative and flexible and able to work well with others in a team.</li> </ul>		Group Assessment
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Commitment to personal and professional development.</li> <li>• Able to work within a flexible timetable and to commit to at least one 4 week programme</li> <li>• Share Catch22 values</li> <li>• Awareness of and commitment to Equality &amp; Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• A full UK driving licence and access to a car for work purposes</li> </ul>	