



## **Job Description**

Job Title:	NCS Assistant Team Leader
Salary/Hourly Rate:	£2400 fixed payment (£1200 upon completion of each 4 week programme)
Term:	Temporary Fixed Term Contract 25/06/2018 to 24/08/2018 plus Graduation Event 5th September (TBC)
Hours:	Variable, to be confirmed
Responsible to:	NCS Co-ordinator

### **Role Summary and Accountabilities:**

To support two consecutive cohorts of 15 young people through BF Adventure's National Citizen Service programme. Each cohort will participate in a 4 week programme of adventurous activities, independent living and social action. The main role of an Assistant Leader is to ensure that the young people engage fully in all aspects of the programme.

The group will be drawn from a social mix of young people, aged 15-17, with a variety of backgrounds. Some of the young people may have disabilities, behavioural difficulties or complex needs. You will be allocated a group to support throughout their 4 week programme and will be required to stay overnight during the residential element of the programme.

### **Job Description:**

#### **KEY TASKS**

- To support and supervise young people in both residential and non-residential locations.
- To actively take part in daily activities both indoor and outdoor, and support groups independently with your fellow team leaders when required.
- To provide support and direction to all group members.
- To guide and assist your group through a Personal and Social Development programme.
- To monitor students' (physical and mental) welfare throughout the course and to be particularly aware of recorded allergies and medical conditions and follow the relevant procedures.
- To liaise and communicate with Team Leader effectively
- To be aware of and comply with Equal Opportunities procedures.
- To be aware of and comply with Health and Safety procedures.

#### **NCS team training programme (office hours, 1 week)**

- Participate and engage in the pre-programme training programme
- Take responsibility for own learning and reflection

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inspiring

challenging

motivating

developing



**Phase 1 - Residential (5 days, 4 nights)** at an outdoor activity centre aimed at team building:

- Supervise young people during all activities.
- Be enthusiastic and participate in all activities.
- Lead activities and sessions which are not led by centre staff.
- Be proactive and lead by example at all times.
- Provide pastoral care and support for young people.

**Phase 2 – Residential (4 nights, 5 days)** at a University Campus ; focus on community awareness and engagement and planning Social Action Project:

- Follow structured timetable and lead your group during activities and travel.
- Be proactive and lead by example at all times.
- Inspire and enthuse young people to develop independent living skills and wider social awareness
- Provide pastoral care and support for young people.

**Phase 3 - Non-residential** (c2 weeks); planning and implementing social action project (may not be on successive days, may include evenings and weekends)

- Facilitate young people to take the lead on the project delivery whilst monitoring its feasibility and advising adjustments where necessary.
- Support your group with the delivery of their project.
- Provide adult supervision and a BF presence at events and activities.
- Ensure Health and Safety procedures have been followed and incidents reported.

Celebration Event (will take place after all teams have completed their projects)

- Assist with the organisation and running of an event to celebrate the success of NCS Summer 2017.



## **Person Specification**

### **Summary**

We are looking for an energetic and approachable person who is committed to engaging young people in exciting activities, is driven to support them to learn new personal and social skills and is able to guide them through reflection of their learning. The right person for the role will be effective under pressure, have excellent decision making skills and be well practiced at time management. Effective communication skills and a passion for the outdoors are essential for this role. An interest in social cohesion and a passion for developing young people's knowledge and understanding of wider issues that affect them is desirable.

### **Experience**

- Demonstrable experience of building relationships with young people and of positive role modelling. Experience of engaging with a range of young people and knowledge of the issues that they may be experiencing
- Relevant experience in working with young people in a variety of settings including residential.
- Experience of achieving positive outcomes when working with young people and the ability to demonstrate this achievement
- Proven experience of personal development and learning, including the capacity to ask questions and check own understanding
- Positive track record of delivering projects to a given timescale
- Independent working

### **Essential Skills and Qualifications**

- Hold a full driving licence or be able to organise own transport to meet the demands of the role

### **Desirable Skills and Qualifications**

- Hold a full driving licence with minibus entitlement (D1) and MIDAS accreditation
- Relevant Youth Work and/or Teaching Qualification, eg Level 2 in Youth Work, JNC Youth and Community Work, Sports Coaching, Outdoor Instructor qualifications.
- Commitment to BFA mission statement and objectives.