



Job Description

Job Title:	NCS Delivery Coordinator
Level:	4
Salary:	£3750 fixed payment
Term:	Temporary Fixed Term, 10 Weeks 18-06-18 to 24-08-18 plus Graduation Event x2 in September
Hours	Variable, aligned with programme phase (see below)
Responsible to:	NCS Programme Manager

Role Summary and Accountabilities:

To provide leadership and support for two consecutive waves of 75 young people (in cohort teams of 15 plus two BF Leaders) 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 the Coordinator is to support Team Leaders to deliver an agreed programme of events, activities and reflective sessions to meet the aims of the project and to ensure that the young people engage fully in all aspects of this programme.

The group of young people 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 required to stay overnight during the residential element of the programme.

Job Description:

- To support the Team Leaders in the delivery of the programme, providing support and cover if/when required. (See key tasks below for delivery expectations and overall responsibility of this role)
- To monitor the programme delivery and ensure all teams are successfully progressing towards successful outcomes, providing additional guidance and support as necessary
- To act as first point of contact and support for any incidents or disclosures which occur on programme

Key Tasks from Team Leader Job description:

- To supervise young people in both residential and non-residential locations.
- To actively take part in daily activities both indoor and outdoor, and lead 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.

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inspiring

challenging

motivating

developing



- To monitor students' (physical and mental) welfare throughout the course and to be particularly aware of recorded allergies and medical conditions; to follow the relevant procedures in place.
- To be responsible for ensuring BF Adventure Safeguarding Children and Vulnerable Adults Policy is adhered to within the programme
- To liaise and communicate with NCS Coordinator, BF Staff and other Team Leaders on a regular basis.
- To support the Assistant Team Leader so they are able to deputise for the Team Leader as required.
- To keep a written record of activities and incidents in accordance with guidance given by the NCS Coordinator.
- To have knowledge of and comply with the Data Protection Act.
- 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

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

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(or BF Adventure site); 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 2018.



Person Specification

Summary

We are looking for an experienced energetic and motivational leader who is committed to the NCS ethos and in supporting teams to achieve their goals.

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. The ability to delegate tasks effectively and motivate teamleaders to excel is an expectation of the 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

- Proven track record of leading both adults and young people, preferably with experience of the NCS programme
- Considerable, relevant experience in working with young people in a variety of settings including residential
- Practised at working on both a one to one basis, and in group settings, with young people supporting and guiding social, educational and personal needs
- Proven track record of achieving positive outcomes when working with young people and the ability to demonstrate this achievement
- Positive track record of delivering projects to a given timescale with demanding targets
- Experienced in applying good safeguarding practice in residential and non-residential settings.
- An ability to engage with young people, some of whom may have learning, emotional or behavioural difficulties.
- Proven experience of personal development and learning, including the capacity to ask questions and check own understanding
- Experience of working independently
- Experience of inter-agency work

Essential Skills and Qualifications

- Hold a valid recognised First Aid Certificate
- Hold a full driving licence
- Commitment to BF Adventure's mission statement and objectives

Desirable Skills and Qualifications

- Hold a full driving licence with minibus entitlement (D1)
- Youth Work and/or Teaching Qualification eg Level 2 in Youth Work, JNC Youth and Community Work, Sports Coaching, Outdoor Instructor qualifications.