

## NCS Team Leader Summer 2020

Are you great at listening to young people and want to inspire them? Have you got excellent leadership skills? Are you keen for a summer of fun and laughter in the Cornish outdoors? If this sounds like you then please read the job description below. If you are outgoing, reliable and enthusiastic then we want to hear from you!

*At BF Adventure our mission is to **Inspire, challenge** and **motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**. We work in line with a set of core organisational values*

### BF ADVENTURE VALUES

JOURNEY OF CHANGE

#### CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



#### TRUST

At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

#### EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.

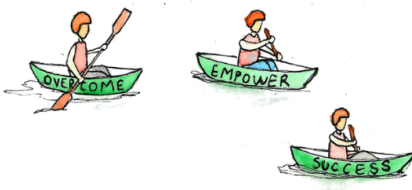


#### INTEGRITY

We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!

#### COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



#### SUSTAINABILITY

We seek to deliver lasting change and to minimise our impact on the planet.



## **Job Description**

Job Title: NCS Team Leader  
Salary/Hourly Rate: £3,300 fixed payment plus holiday pay  
Term: Temporary Fixed Term Contract (29<sup>th</sup> June -21st August 2020)  
plus Graduation Event (23<sup>rd</sup> & 24<sup>th</sup> September 2020)  
Hours: Variable, to be confirmed  
Responsible to: NCS Co-ordinator

### KEY TASKS

- To supervise a group of 15 young people throughout the programme
- To actively get involved in all daily activities whilst leading your team
- To provide support and direction to all group members throughout
- To help your group through to completion of this Personal and Social Development programme
- To monitor students' physical and mental welfare throughout the course
- To liaise and communicate with NCS Coordinator, BF Staff and other Team Leaders on a regular basis
- To coach the Assistant Team Lead so they are ready to lead the team if required
- To keep a written record of activities and incidents with guidance given by the NCS Coordinator
- To be aware of all policies & procedures, including Health & Safety and Safeguarding
- To complete all registers and reports in a timely manner
- Follow the night-time supervision procedure providing adequate support for participants and staff during residential phases

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

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

### **Phase 1 (Be Epic) - Residential (5 days, 4 nights) 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
- Provide pastoral care and support for young people



**Phase 2 (Live Life) – Residential** (5 days, 4 nights) focused 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 (Do Good) - Non-residential** 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 (Go Party)** (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 2020.



## **Person Specification**

### **Summary**

We are looking for an energetic person, committed to engaging young people in exciting activities whilst supporting them to learn new personal and social skills. The right person for the role will be effective under pressure, have excellent decision making skills and above all, be reliable. Great communication skills and a passion for the outdoors are essential for this role.

### **Experience**

- Experience of leading young people on both a one to one basis, and in group settings
- Experience of the NCS programme
- Relevant experience in working with young people in a variety of settings including residential
- 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

### **Essential Skills and Qualifications**

- Hold a full driving licence or be able to organise own transport to meet the demands of the role
- Hold a valid recognised First Aid Certificate
- Commitment to BF Adventure's mission statement, values and objectives

### **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

BF Adventure is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.



## More about the role:

NCS Summer 2020 is open to all 16 and 17-year-olds in England and is designed to enable participants to build skills for work and life. NCS encourages personal and social development by working on skills like leadership, teamwork and communication.

This role is to support two consecutive waves of 15 young people, through BF Adventure's NCS programme. The group will be drawn from a social mix of young people, from a variety of backgrounds. Some of the young people may have disabilities, mental health concerns, behavioural difficulties or complex needs. Each group of young people will have 2 members of staff allocated to them, a Team Leader and an Assistant Team Lead. You will be required to stay overnight during the residential elements of the programme.

The programme is split into 4 phases. Phase 1 (Be Epic) is residential at an activity centre with the opportunity for the teams to participate in adventurous activities designed to enable them to develop enhanced communication, team work and leadership skills. Phase 2 (Live Life) is also residential, but, this time in a university type accommodation with a programme designed to develop independent living skills, and supporting their transition to adulthood. Phase 3 (Do Good) is about social action; for this element teams are based in their local area and design their social action project based upon their needs assessment of the locality. It's then time to put their social action project into practice! Phase 4 (Go Party) is all about graduation, celebration and moving forwards – taking the things they have learned from the programme and using them to make a positive difference to others.

### Dates for NCS Summer 2020 are as follows:

Training week: 22-26/6/20

Start of Wave 1: 29/6/20

End of Wave 1: 24/7/20

Start of Wave 2: 27/7/20

End of Wave 2: 21/8/20

Graduation: 23 and 24/9/20

### Please note:

All team members must be able to commit to training week and must also be able to commit to a whole Wave, it is not possible to have time off mid wave without an exceptional reason as this can hinder relationship building with the group.

### What next?

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website [www.bfadventure.org](http://www.bfadventure.org)
- You can either use the online Application Form or the word document format
- If you choose the word document please save the form in the following format - Your name\_NCSTLapplication2020 and email your form to [jobs@bfadventure.org](mailto:jobs@bfadventure.org) with the email subject NCS TL 2020 Application

This will be a rolling recruitment process. Applications will be screened and successful applicants will be invited to attend interviews.

Please do not hesitate to phone us on 01326 340912 if you have any questions.

BF Adventure is a Company Limited by Guarantee registered in England and Wales. Company No. 3546772

Registered office: BF Adventure, Goodygrane Activity Centre, Halvasso, Longdowns, Penryn, Cornwall TR10 9BX. Registered Charity No. 1071862

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Many thanks for your interest and we look forward to hearing from you!

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