



NCS Team Leader/ Assistant Team Leader Summer 2022

Thank you for expressing an interest in the work that we do at BF Adventure. We are a small charity based just outside Penryn, Cornwall, on a 60-acre site packed full of adventurous activities. We use these activities to support children, young people, adults and families on a Journey of Change. There are lots of different ways we do this; this role is to support our work with the NCS Trust www.wearncs.com.

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.

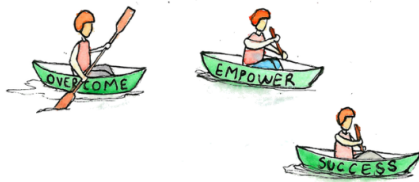


TRUST

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

COLLABORATING

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



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!



SUSTAINABILITY

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

BF Adventure | Goodygrane Activity Centre | Halvasso | Longdowns | Penryn | TR10 9BX

About the role:

BF is contracted to deliver National Citizen Service (NCS) provision, during the summer of 2022, on behalf of the NCS Trust. The NCS programme is open to all 16 and 17-year-olds in England and is designed to enable participants to build skills for work and life, through engaging in new challenges and meeting new friends. NCS brings together young people from different backgrounds and helps them develop greater confidence, self-awareness and responsibility. It encourages personal and social development by working on skills like leadership, teamwork and communication.

This role is to support two consecutive cohorts (Waves) of 16 young people, aged 15-17, 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 Leader, to support them throughout their 2 week programme. Team Leaders and Assistants will be required to stay overnight during the residential

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elements of the programme. There will be elements of the programme where the BF teams will work alongside each other, particularly during the residential elements of the programme!

The programme is split into 4 phases. Phase 1 and 2 "BE Epic and Live life" are combined during a week of residential living at a local university. The residential week will have day trips to an activity centre where the opportunity for the teams to participate in adventurous activities is available and designed to enable the young people to develop enhanced communication, teamwork and leadership skills. The Phase 2 "Live Life" is integrated within that week and is designed to develop independent living skills, and supporting their transition to adulthood. Phase 3 "Do Good" is the second week and is about social action; teams are based in their local area and design their social action project based upon their needs assessment of the locality over 30 hours. 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 2022 are as follows:

Training week:	4 th to 8 th July 2022
Start of Wave 1:	11/07/22
End of Wave 1:	22/07/22
Start of Wave 2:	25/07/22
End of Wave 2:	05/08/22
Graduation:	14 th September 2022 (TBC)

Please note:

We would prefer team members to be able to work both Waves, however there may be opportunities to work just one. All team members must be able to commit to training week. All team members 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.

Job Descriptions

Job Title: NCS Team Leader

Salary/Hourly Rate: £2250 fixed payment excluding holiday pay (£243.00) for 225 hours at £10.00 PH

Term: Temporary Fixed Term Contract (4/7/22 -5/8/22) plus Graduation Event (TBC)

Hours: Variable, to be confirmed (225 hours)

Responsible to: NCS Co-ordinator

Aim of the role:

- To safely lead a team of up to 16 young people through each of the 3 phases of the NCS programme and plan/deliver activities where appropriate (depending on model of programme delivery).
- To supervise the Assistant Team Leader and co-ordinate the workload with them considering their development in the process

Core Responsibilities:

- Ensure young people are engaging in activities and manage behaviour issues
- Responsibility for the health, safety, wellbeing and engagement of young people on a wave
- Engage with Young People and offer pastoral support
- Lead Guided Reflection
- Complete key admin tasks
- Follow Safeguarding, incident, information governance, health and safety and risk assessment protocol
- Ensure activities are inclusive
- Positively engage with community partners and manage the relationship.

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Job Title: NCS Assistant Team Leader

Salary/Hourly Rate: £2137.50 fixed payment excluding holiday pay (£230.85) for 225 hours at £9.50 PH
Term: Temporary Fixed Term Contract (4/7/22 -5/8/22) plus Graduation Event (TBC)
Variable, to be confirmed (225 hours)
Responsible to: NCS Co-ordinator

Aim of the Role

- To safely support a team of up to 16 young people through each of the 3 phases of the NCS programme and deliver activities where appropriate (depending on model of programme delivery).
- To support the Team Leader in carrying out their Core responsibilities

Core Responsibilities

- Deliver Reflection sessions and develop rapport with young people
- Responsibility for the health, safety, wellbeing and engagement of young people on a wave
- Take part in activities with young people as appropriate
- Provide additional support to young people to enable them to engage fully in each stage of the programme
- Support Wave/Team Leader with management of boundaries and behavioural issues
- Support Team Leader in following Policy and procedure in relation to key admin tasks (i.e. Reporting, recording, risk assessing)
- Develop rapport with young people and support positive engagement with external partners

Key tasks of both roles

- To supervise young people in both residential and non-residential locations.
- To actively take part in/ deliver 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 throughout.
- To guide and assist your team through a Personal and Social Development programme.
- To monitor students' (physical, emotional 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 keep a written record of activities and incidents in accordance with guidance given by the NCS Coordinator.
- To be aware 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.
- To be aware of and comply with Safeguarding procedures.
- To be aware of and comply with NCS Incident response procedures.
- To ensure Registers, Social action reports, incident reports are all completed in a timely manner.
- Follow the night-time supervision procedure, implemented by the site leader to provide adequate support for participants and staff on residential.
- To operate within Covid 19 "Covid secure" practices and ensure young people are also following the guidance as needed.

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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2-week programs:

Phase 1+2 BE EPIC and live life - Residential (5 days, 4 nights) at a University Campus with visits to at an outdoor activity centre aimed at team building, Life skills, community engagement and social action planning:

- 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.
- 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

Phase 3-DO GOOD - Non-residential (1 week); 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.

GO PARTY-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 2021.

Person Specification

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. The ability to delegate tasks effectively and motivate team members 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.

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- Proven experience of personal development and learning, including the capacity to ask questions and check own understanding
- Experience of working independently and within a team
- Experience of inter-agency work

Essential Skills and Qualifications

- Positive and engaging attitude
- Hold a full driving licence, access to a vehicle or be able to organise own transport to meet the demands of the role
- Commitment to BF Adventure's mission statement, values and objectives

Desirable Skills and Qualifications

- Hold a valid recognised First Aid Certificate
- Hold a valid recognised Level 2 food hygiene certificate
- 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. On appointment the position will be offered pending the successful clearance of an enhanced CRB/DBS (enhanced DBS), references and self-declaration.

Both Roles will also enable further work within BF Adventure NCS over the following year with NCS autumn programs, Changemakers (monthly Saturdays) and Dads fest (16-18th of September) paid at the hourly rates.

What next?

Please complete the online Application Form and the Equal Opportunities Monitoring Form. These forms can be found on the link below or our website www.bfadventure.org.

<https://forms.office.com/Pages/ResponsePage.aspx?id=AO3OYR0-XEmHu3-ZYxBWrS7HqkmZPItFguxVIY1ELc5URFVGVzZWUVhXMFkySTA5S1BPVkk4QVxkNQCIN0PWcu>

Please also register your interest on the NCS website as this supports the application process:
<https://wearencs.com/work-with-us/on-programme>

Application Deadline: This will be a rolling recruitment process, please complete the applications ASAP.

Applications will be screened and successful applicants will be invited to attend interviews with a provisional interviews during the week beginning **4th of April 2022**

Please do not hesitate to phone us on 01326 340912 or email ncs@bfadventure.org if you have any questions.

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

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