

# Job Description: NCS Team Assistant

Position:	NCS Team Assistant
Location:	Adur & Worthing
Function:	Operations & Service Delivery
Sector:	Children & Youth, Community, Social Care & Welfare, Charity
Hours:	Full time for 4 or 8 weeks
Contract type:	Fixed Term Contract
Salary:	£12,458 pro rata

Work Available is 4 or 8 weeks over the Summer period.

Wave 1: 01/07 to 26/07 AND/OR Wave 3: 29/07 to 23/08

(Wave 1 & Wave 3 can be worked back to back)

OR Wave 2:- 22/07 - 16/08

## The Job

Team Assistants will work alongside a Team Leader and an International Volunteer to support a team of fifteen, 15 - 17 year olds through the National Citizen Service programme in Adur & Worthing.

This role is suitable for a passionate individual with an interest in young people who is ready for a demanding role as part of an intensive summer programme.

NCS is an once-in-a-lifetime opportunity open to all 15 - 17 year olds in England that helps them build skills for work and life, whilst taking on new challenges and meeting new friends.

The aims of NCS are to enable young people to:

- Take on new challenges and learn new skills
- Make a difference whilst making new friends
- Grow in confidence and improve their CV
- Experience something new as they help out their community

Each programme takes place over 4 weeks, including 2 residential weeks and includes outdoor activities, getting to know the community, volunteering, then designing and implementing a project to make a difference to the community they live in.

This is an excellent opportunity to be involved with an exciting programme which has tangible results for the young people involved. The role is demanding and fast-paced but highly rewarding.

All staff who works on the NCS programme must have a returned an enhanced Discloser and Barring Service (DBS) and two satisfactory references regarding their suitability to work with young people, prior to starting work with us.

### Essential Criteria

- You will support a team of up to 3 to deliver the NCS programme to fifteen 15 -17 year olds. You will be led by a Team Leader and assisted by an overseas English speaking volunteer
- Lead by example and get involved in outdoor and community volunteering activities. You will help to keep the group motivated at all times
- Support the Team Leader to ensure programme content is delivered and understood by the group. You will support the group's self development
- Build good relationships with your colleagues and participants
- Be able to support a group of 15 -17 years olds from various social backgrounds and help with any problems that may arise
- Support the Team Leader with the group's control of food budget and oversee/instruct food preparation for residential stays
- Support the group to devise and deliver a social action plan for the local community
- Support personal development goals with the young people
- Work within the ethos of the NCS programme

### You will need:

- Confidence in working with a group of fifteen 15 - 17 year olds
- Ability to work in a team
- Experience of taking part in and willing to lead group activities
- To be committed to join training in Health & Safety/Safeguarding practices
- To be organised with good written and oral communication skills
- Plenty of energy and enthusiasm
- You will need to provide 2 references

### Desirable Criteria

- Have taken part in NCS yourself
- Experience of working in a residential setting with young people
- Experience of volunteering
- First Aid qualification

### You Must Be Prepared To:

- Work on 2 residential weeks (4 overnight stays each week) per programme
- Attend leaders training (18<sup>th</sup> & 19<sup>th</sup> May)
- Attend the NCS Graduation Ceremony after the programme finishes

Closing date for applications: Monday 28<sup>th</sup> January 2019

Interview Date: 11<sup>th</sup> February 2019

Send application form & CV to: [ncs.admin@concordiavolunteers.org.uk](mailto:ncs.admin@concordiavolunteers.org.uk)