

## Job Description: NCS Team Leader

Position:	NCS Team Leader
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:	£19,719 pro rata (£1,643.00 per month)

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

A Team Leader's role is to lead, inspire and develop a team of fifteen, 15-17 year-olds through the National Citizen Service programme in Adur & Worthing.

This role is suitable for a dynamic and confident person who has experience of leading groups of young people and who is able to both motivate and work positively with them.

NCS is an once-in-a-lifetime opportunity open to all 15 - 17 year olds, 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 during July and August. The programme includes 2 residential weeks, which involves 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 work on the NCS programme must have returned an enhanced Disclosure and Barring Service (DBS) and 2 satisfactory references regarding their suitability to work with young people, prior to starting work with us.

### Essential Criteria:

- You will need to lead, inspire and give pastoral care for a team of 15 participants. Ensuring their safety and assisting their personal development throughout the programme including the residential,

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planning and delivery of a social action project programme

- Be responsible for up to 2 staff to deliver the programme, to include a team assistant and an overseas English speaking volunteer

- Lead by example and get involved in outdoor and community volunteering activities, keeping the group motivated at all times
- Ensure programme content is delivered and understood by the group, acting as a facilitator for your group's self-development
- Build good relationships with your colleagues and participants and act as a mentor to all
- Be able to manage a group of 15 - 17 years olds from various social backgrounds, dealing with any problems that may arise
- Facilitate the group's control of food budget and oversee/instruct food preparation for one of the residential stays
- Help the group to devise and deliver a social action plan for the local community
- Facilitate personal development goals with the young people
- Work within the ethos of the NCS programme

#### You Will Need:

- Some experience residential setting with young people from a wide variety of backgrounds
- Interest and confidence in leading a group of 15 - 17 year olds
- Experience of delivering activities with young people
- An understanding of Health and Safety practices
- Some knowledge of Safeguarding practices
- To be organised and have excellent written and oral communication skills
- Work on your own initiative and within a team

#### You Must Be Prepared To:

- Work on 2 residential weeks (4 overnight/5 days 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

#### About Concordia

Concordia was founded as a charity in 1943 with the aim of recruiting British volunteers to pick fruit and crops as part of the war effort. 70 years on, and we have grown considerably. Whilst we are still very much a non-profit organisation, we are now internationally recognised, providing workers and volunteers from over 50 nations with placements in the UK and abroad.

Closing date for applications: **Monday 28th January 2019**

Interview Date: **11th February 2019**

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