

Job Description: NCS Wave Leader

Position:	NCS Wave Leader
Location:	Adur & Worthing
Function:	Operations & Service Delivery
Sector:	Children & Youth, Community, Social Care & Welfare, Charity
Hours:	Full time for 6 or 10 weeks
Contract Type:	Fixed Term Contract
Salary:	£21,745 pro rata

The Job

A Wave Leader's role is to lead, inspire and support a team of up to 12 staff, who will be leading a group of 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 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, 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 that they live in.

A Wave Leader will need to support the Team Leaders and Team Assistant whilst on the programme. They are responsible for ensuring that the staff are delivering the programme to a high standard, facilitate the leaders and programmes development, support on incidents and disclosures, as well as leading feedback/review sessions and delivering some creative sessions for the young people.

This is an excellent opportunity to be involved with an exciting programme that 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 support a team of up to 12 staff and a number of overseas English speaking volunteers. Ensure that they are delivering the programme, including the residential, planning and delivery of a social action project programme to a high standard
- Be on call during the residential elements
- Keep the Team Leaders, Team Assistants and volunteers motivated at all times
- Ensure programme content is delivered and understood by the staff
- Build good relationships with your colleagues and participants and act as a mentor to all
- Be able to support the staff who will work with 15 - 17 years olds from various social backgrounds dealing with any problems that may arise
- Facilitate the staff's control of food budget and to collate the shopping list back to the staff at the Concordia office, so food orders can be processed
- Support the staff to help their groups to devise and deliver a social action plan for the local community
- Work within the ethos of the NCS programme
- Feed back to the NCS Programme Manager with progression of the programme
- Report back all incidents, accidents and disclosures to the NCS Programme Manager

You Will Need:

- A track record of working in a residential setting with young people from a wide variety of backgrounds
- Confidence in leading a group of 12 staff
- Experience of delivering activities with young people
- A background of supporting and leading groups of people
- A clear understanding of Health and Safety practices
- Knowledge of relevant youth policies and legislation
- To be organised and have excellent written and oral communication skills
- Work on your own initiative and within a team
- Qualification in youth work or have relevant experience of working with young people

Desirable Criteria:

- Community volunteering experience
- L1 in Health & Safety
- L1 in Food Safety and Hygiene
- Emergency First Aid or First Aid at work
- L1 or above in Child Protection training

You Must Be Prepared To:

- Work on 2 residential weeks (4 overnight/5 days each week) per programme
- Attend leaders training
- Attend the NCS Graduation Ceremony after the programme finishes

Positions available for 2017:

NCS Wave Leader Wave 1: Monday 3rd July - 28th July

NCS Wave Leader Wave 2: Monday 31st July - 25th August

Each wave runs for a 4 week period, however we need the wave leaders to start a week before the programme starts and for a week after the programme finishes. If the wave leader is doing 2 waves then they will work for 8 weeks. If a wave leader is doing just one wave they will work for 6 weeks. So the start date for the first wave will be Monday 26th June 2017.

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: Friday 24th February 2017

For an application form contact: fiona@concordiavolunteers.org.uk

Send application form,
CV and 2 references to: fiona@concordiavolunteers.org.uk

Compulsory paid training:

- 1 day specific Wave Leader training
- 2 day and 1 overnight residential (date to be confirmed)
- 1 day briefing, 2 weeks prior to delivery
- ½ day keep warm to meet the young people
- ½ day de-brief following the end date of the project
- ½ day graduation

The compulsory training will only be paid on completion of the programme