

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

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 need to 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
- Experience of delivering activities with young people
- A background of supporting and leading people
- Knowledge of Health and Safety practices
- Knowledge of relevant youth policies and legislation
- To be organised and have excellent written and oral communication skills
- Ability to work in a team
- Relevant experience of working with young people
- You will need to provide 2 references

Desirable Criteria

- A track record of working in a residential setting with young people from a wide variety of backgrounds
- L1 in Health & Safety
- L1 in Food, Safety and Hygiene
- Emergency First Aid or First Aid at work
- A youth work qualification

You Must Be Prepared To:

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

Positions available for 2017:

NCS Team Leader Wave 1: Monday 3rd July - 28th July
NCS Team Leader Wave 2: Monday 31st July - 25th August
These are for 4 week periods

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
Interview Date: Wednesday 15th March 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: 2 day and 1 overnight residential (date to be confirmed)
1 day briefing 2 weeks prior to delivery
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