**Job Description – NCS Assistant Team Leader – Summer 2020**

**POST:** NCS Assistant Team Leader (Summer 2020)

**RESPONSIBLE TO:** Wave Leader and NCS Programme Manager

**RATE OF PAY**: £1,200, per full 4 weeks, to include additional staff training weekend and attending 2 keep in touch events with young people

**DATES:** There are 3 options for summer 2020:

**Programme 1:** 6th July to 26th July 2020

**Programme 2:** 20th July to 2nd August 2020

**Programme 3:** 3rd August to 9th August 2020

 (Monday to Friday only. Except for the last week when you will need to attend a wave meeting on the Saturday morning)

**FORMAT**

Week 1: Monday to Friday: First Residential – Activity week at Ford Castle: Berwick Upon Tweed

Week 2: Monday to Friday: Second Residential – Skills building week based at Leeds Beckett Uni Halls of Residence

Weeks 3 and 4: Monday to Friday 6.5 hours each day (some flexibility required). Based in Headingley Stadium and surrounding area

**Training dates are 6th and 7th June at Herd Farm Activity Centre in Leeds.**

Total of 21 days employment + 2 days residential training. This post is subject to an enhanced DBS check and the successful completion of National Citizen Service (NCS) training.

**MAIN PURPOSE OF JOB:**

* To assist in the leading of a team of up to 16 young people; to provide the supervision, motivation and inspiration to help your team succeed and enjoy the NCS experience
* To keep your team focused and on track with the programme
* To assist in the delivery of activities for participants and to be responsible for ensuring that young people complete the required hours of social action planning and delivery during weeks 3 and 4
* To resolve minor issues daily; to ensure that the Wave Leader or NCS Project Manager is aware of all safeguarding issues.

**TARGETS:**

* Successfully lead your team of young people to complete the NCS programme
* Always ensure the safety and welfare of young people
* To complete paperwork on time and accurately
* Monitor and ensure the successful delivery of your groups’ Social Action Projects

**KEY RESPONSIBILITIES:**

* Carry out duties in accordance with all relevant company policies
* Act always with utmost good faith to the Club and Foundation
* Devote full attention and ability to fulfilment of the duties required by the role
* Other duties as reasonably requested by a member of the senior management staff
* To work with partnership organisations, to maintain good relationships and collaborative working practices
* To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
* Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
* To be aware and comply with the Health and Safety at Work Act
* To carry out responsibilities with due regard to Equal Opportunities

Any other duties commensurate with the grade and falling within the scope of the post, as requested by Programme Manager or Head of Community.

**WELFARE:**

* To ensure group harmony and facilitate the group dynamics, tackling any problems and resolving confrontation
* To refer appropriate welfare issues to the Wave Leader and NCS Project Manager and ensure immediate welfare needs of the young people are met
* To ensure all personal information regarding young people is kept confidentially in accordance with data protection requirements (GDPR)
* To ensure the safeguarding of young people is paramount and report any issues to the Wave Leader and NCS Project Manager
* To report any concerns/incidents to the Wave Leader or NCS Project Manager within 24 hours.
* To administer basic First Aid, if required, in line with first aid training
* To complete the Incident report form within 48 hours of any incident taking place
* To assist in the administration of medication for young people if required/appropriate
* To act in line with the Foundation’s safeguarding policy and undertaken safeguarding training

**NCS ACTIVITIES:**

* To provide support during NCS to your allocated team, acting as their mentor and first port of call for any queries.
* To ensure all activities are undertaken in the spirit and ethos of NCS.
* To ensure young people observe rules pertaining to appropriate behaviour and conduct at all times as laid out in the NCS code of Conduct.
* To uphold and positively contribute to the credible reputation of Leeds Rhinos Foundation and the ethos of NCS, over the course of all activities associated with the NCS programme.
* To act if inappropriate behaviour happens (procedures will be covered during training).

**RESIDENTIAL EVENTS:**

* To provide support for the young people, facilitating and leading on occasion their day/night activities.
* To be an active member and ambassador of NCS, taking part in activities where appropriate and demonstrating a ‘joining in’ team spirit and ‘can do’ attitude.

**SOCIAL ACTION PROJECTS:**

* To assist in the delivery of successful Social Action Projects, in consultation with the local communities, with support from the NCS office staff.
* To ensure that you and your team adhere to all Risk Assessment protocols, observing all Health and Safety requirements.
* To ensure any fundraising is done in accordance with collection licenses provided and all money donated is given to the intended charity.

**TRAINING:**

* To attend, where necessary, Assistant Team Leader training events including First Aid, Safeguarding Children, Guided Reflection, Team Building.

**LEEDS RIHNOS FOUNDATION STAFF COMPETENCIES:**

**OUR VALUES:** Passionate, high performing & proud

* Open & honest
* Energetic & enthusiastic
* Innovative & challenging
* Respectful & honourable
* Humble & courageous

**GENERAL:**

* To represent Leeds Rhinos Foundation during NCS in a professional manner.
* To promote and safeguard the welfare of young people for whom you are responsible and with whom you come into contact.
* Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

**EXPERIENCE REQUIRED FOR POST:**

* Prior experience of working with teenagers in a supervisory role is desirable.
* Must be able to demonstrate problem solving skills, ability to motivate, inspire and use your own initiative.

**PROVEN SKILLS:**

* Must be able to demonstrate an ability to build a rapport with young people and maintain effective, professional relationships.
* Must be able to demonstrate the ability to effectively and respectfully resolve potential or existing conflicts, showing creativity and resourcefulness.

**PERSONAL QUALITIES:**

* A genuine interest in the welfare of young people and commitment to supporting them throughout the duration of NCS
* Strong interpersonal skills and good verbal communication skills
* Confidence in developing the respect of young people
* Enthusiasm and drive to ensure successful delivery of NCS
* Empathetic, sensitive and approachable nature
* Tolerance and patience
* Ability to remain calm and composed in difficult situations
* Sound judgement and responsible nature
* Good organisational and problem-solving skills
* Ability to lead and work as part of the team
* Flexible approach to work
* Commitment to support young people throughout the duration of NCS

**This post requires an enhanced DBS check and appropriate safeguarding training.**

**APPLICATION IS BY CV AND COVERING LETTER TO:**

**Mick Wooldridge, NCS Manager, Leeds Rhinos Foundation, Tryzone, Headingley Stadium, St Michael’s Lane, Leeds, LS63BR**

For more information please contact: Mick Wooldridge, NCS Manager, Email: Michael.wooldridge@leedsrhinosfoundation.org

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