**Job Description – NCS Assistant Team Leader – Summer 2022**

**POST:** NCS Assistant Team Leader (Summer 2022)

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

**RATE OF PAY**: £590.00, per full 2 weeks, to include additional staff training weekend and attending 2 keep in touch events with young people.

**DATES:**

11/07/22 - 22/07/22,

25/07/22 - 05/08/22,

08/08/22 - 19/08/22

Week 1 will be in the form of a residential at one of our two YHA Sites

Week 2 will be based at Headingley Stadium

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

**Equality and Safeguarding Statements**

The Leeds Rhinos Foundation (LRF) is committed to providing an inclusive work environment that encourages and welcomes diversity with a zero-tolerance policy of harassment and discrimination. Our policy is to meet and exceed the demands of the Equality Act 2010.The aim of our policy is to also ensure that all members of staff know that they can work in an environment that is free from discrimination and harassment and are able to achieve their full potential in their job without distraction. The Company will make decisions without reference to discriminatory criteria. All members of staff must be aware of this Policy and should always abide by its terms including in their dealings with clients, candidates, and each other.

The Leeds Rhinos Foundation (LRF) acknowledges its responsibility to safeguard the welfare of every child, young person and vulnerable adult who has been entrusted into its care and is committed to working to provide a safe environment for all employees and visitors to the club. A child or young person is anyone under the age of 18 involved in any activity at the club. A vulnerable adult is anyone who may be unable to take care of themselves or be unable to protect themselves against significant harm or exploitation. We subscribe to the Rugby Football League (RFL) Safeguarding and Protecting Children & Vulnerable Adults Policy and the Rugby Football Union (RFU)’s Welfare of Young People in Rugby Union Guidance and endorse and accept the Policy. All members of staff must be aware of this Policy and should always abide by its terms including in their dealings with clients, candidates, and each other.

**FORMAT**

Week 1: Monday to Friday: First Residential – Activity week

Week 2: Monday to Friday 6.5 hours each day (some flexibility required). Based in Headingley Stadium and surrounding area

Training dates are: TBC @ Headingley Stadium

Total of 10 days employment + 2 days 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 NCS Summer 2022 Recruitment Form – accessible via email at David.orourke@leedsrhinosfoundation.org**

**David O’Rourke, NCS Manager, Leeds Rhinos Foundation, Tryzone, Headingley Stadium, St Michael’s Lane, Leeds, LS63BR**

For more information please contact: David O’Rourke, NCS Manager, Email: david.orourke@leedsrhinosfoundation.org

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