



## Assistant Team Leader Job Description

Grimsby Town Sports and Education Trust are looking for passionate individuals who are ready to build up their experience with a demanding role as part of an intensive summer NCS programme.

This role is suitable for a dynamic and confident person with experience of working with groups of young people, and who is able to both motivate them and command their respect. NCS is a once-in-a-lifetime opportunity open to all 16 & 17 year-olds in England that helps them build skills for work and life, whilst taking on new challenges and meeting new friends.

The groups are composed of approximately 12-16 young people and the leader will be expected to work under the direction of the NCS Officer and assist with the pastoral care and support the development of the young people. Previous experience would be welcome but is not essential.

**Job Title:** Assistant Team Leader

**Reports to:** Team Leader, Wave Leader, Programme Manager

**Contract:** Seasonal, 100 hours (includes training) **3 Week programme**

**Location:** Barnswood Activity Centre and various location in North East Lincolnshire

**Payment:** Earn up to **£872.00** for Summer 2021 programme

**Contract: Three Week (100 hour):** You will be allocated a team and a start date.

**Training, planning and induction with your team:**

- **Mandatory training:** 1<sup>st</sup> and 2<sup>nd</sup> June 2021 / meetings up to 3 sessions prior to event.
- **Attend Keep warm activities:** Attend a minimum of one Keep Warm Evening (dates to be confirmed).

**Week one** (Monday 2<sup>nd</sup> August 2021 – 6<sup>th</sup> August 2021) – Outward bound residential, **Barnswood Activity Centre.**

**Week two** (Monday 9<sup>th</sup> August 2021 - Friday 13<sup>th</sup> August 2021) – Personal and Social Development, based at Blundell Park, DN357PY.

**Week three** (Monday 16<sup>th</sup> August 2021- Friday 20<sup>th</sup> August 2021) – Social Action Delivery in local area. Varied times as chosen by group.

**Graduation** (Wednesday 8<sup>th</sup> September 2021) Graduation / Go Party at The Grimsby Auditorium 7pm onwards.

In addition, you will be expected to attend the graduation which will be included in the mandatory sessions above.



This role would be suitable for anyone interested in youth work or teaching who may wish to develop their skills and expertise in this area as well as benefiting from this experience.

Your main duties and responsibilities will be to;

### **Assignment Job Description:**

As an assistant team leader on this summer's NCS programme with Grimsby Town Sports and Education Trust you will be required to fulfil the Job description below:

- To support, mentor and help develop a team of up to 16 diverse 15-17-year olds during the NCS Summer programme working closely alongside your team leader.
- You are required to support and inspire the participants to commit and give 100% to the programme.
- Support and inspire the participants to want to commit to the community projects and take a more active role in their community.
- To participate fully and enthusiastically with the participants and maintain the professional face of Grimsby Town Sports and Education Trust NCS project.

### **Main Responsibilities:**

Your main responsibilities during the NCS programme are listed below;

- Supporting the team leader and other delivery staff to ensure a successful programme.
- Supporting the team leader with the participants' pastoral care.
- To contribute to the development of the programme curriculum for the group to follow.
- Utilising your own specific skills to improve the skill set of the young people in the group.
- Supporting and delivering with the team leader various personal development, team building and physical activities.
- Supporting the development of participants' community projects and helping young people engage with people in their local area.
- Collecting photo and video media from team activities, and case studies from team members.
- To contribute to regular surveys and feedback sessions during the programme as part of the evaluation process.
- To participate in and complete all additional training that is required.



### **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 appropriate video/photographic footage is taken to record your team`s activities.
- To ensure that all activities are undertaken in the spirit of NCS' social bond.
- To ensure all young people observe rules pertaining to appropriate behaviour and conduct at all times as laid out in the NCS social bond.
- To uphold and positively contribute to the credible reputation of GTSET and the ethos of NCS, over the course of all activities associated with the NCS project.
- To take action if inappropriate behaviour happens.

### **Residential Event:**

- To provide support and support in the leadership for the young people, facilitating and support in leading on their 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 a 'can do' positive attitude.

### **Social Action Projects:**

- To facilitate the delivery of successful Social Action Projects, in consultation with the local communities, with support from the NCS senior leadership team.
- 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 licences provided and all money donated is given to the intended charity.

### **Guided Reflection**

- To ensure that your group members share NCS experiences and facilitate the daily process of Guided Reflection.

### **Training:**

- To attend the team leader training events including first aid, safeguarding children, risk assessment, guided reflection and team building.

### **General:**

- To represent GTSET 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.

### **Personal Specification: Skills and Experience**

#### **Experience Required for The Post:**

- 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 and 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.
- Empathic, 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 a team.
- Flexible approach to work.
- Commitment to support young people throughout the duration of NCS.

#### **Paid leave entitlement:**

No leave entitlement is payable.

#### **DBS Check:**

The post will be offered subject to satisfactory DBS clearance.



### **Travel:**

No travel allowance is payable in this post – transfers to and from Residential will be provided for staff and young people by coach.

### **Disciplinary and grievance:**

Grimsby Town Sports and Education Trust Disciplinary and Grievance policy applies to this post.

### **Training:**

Successful candidates are required to attend 3 training workshops in advance of the programme commencing – the training is mandatory.

### **Equality and Diversity:**

The post holder must be aware of equality and diversity principles and comply with the Grimsby Town Sports and Education Trust equality and diversity procedures.

### **Health and Safety:**

All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues, and their team. The post holder is also expected to complete all risk assessments for their team's activities and ensure the safety of the young people and staff within their team throughout the programme.

### **Are You Eligible:**

To be eligible for shortlisting, a candidate should have experience of working on the NCS programme and must have experience of working with young people in a community setting.

This is not a 9:00am-5:00pm job, so commitment, passion, and a love of knowing that you will be making a difference is going to be vital to your success within this role. The successful applicant will need to be available to work for all four weeks of the programme and be available for Keep Warm Events in the lead up to departure.

### **How to Apply:**

If you meet the essential criteria (as a minimum) and are interested in applying, please send your completed application form to Adie Merrikin either by email [adie.merrikin@gtfset.co.uk](mailto:adie.merrikin@gtfset.co.uk) or post, marked "Private & Confidential", to:

Adie Merrikin, NCS Project Manager, Grimsby Town Sports and Education Trust, Blundell Park, Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7PY.

Closing date for applications – **Friday 26th March 2021.**



Successful applicants will be required to take part in a two-part interview including an assessment event.

Please note that the job will be subject to satisfactory references and enhanced DBS checks. Grimsby Town Sports and Education Trust is an Equal Opportunities employer and welcomes applications from all sections of the community.