



VACANCY – JOIN OUR TEAM

Are you passionate about working and developing young people? Do you enjoy having a positive impact on young people's lives? Then a job working on NCS could be for you!

Grimsby Town Sports and Education Trust are seeking highly motivated, responsible and committed individuals to work within its expanding community programme. The Education Trust is looking to recruit an Assistant Team Leader to support and deliver on our very successful National Citizen Service (NCS) programme.

Job Title: Assistant Team Leader

Reports to: Wave Leader / Programme Manager.

Location: Two Residential weeks (Bibby's Activity Centre in Chorley and Hull University) followed by various locations in North East Lincolnshire.

Contract: Casual contract for the 4-week duration of the NCS programme.

Payment: Earn up to £1,490.00 for the Summer 2020 programme.

Job Purpose:

To support, mentor and help develop a team of up to 15/16 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. You will support and inspire the participants to want to commit to the community projects and take a more active role in their community. Assistant Team Leaders are expected to participate fully and enthusiastically with the participants and maintain the professional face of Grimsby Town Sports and Education Trust.

Are you Eligible:

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

This isn't 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@gtfset.co.uk or post, marked "Private & Confidential", to: Adie Merrikin, NCS Programme Manager, Grimsby Town Sports and Education Trust, Blundell Park, Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7PY

Closing date for applications – **Friday 27th March 2020.**

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.



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JOB DESCRIPTION

NCS TEMPORARY STAFF

POST DETAILS

Assignment Name	National Citizen Service
Assignment Position	Assistant Team Leader
Assignment Dates	Group 1: 13th July 2020 – 7th August 2020 Group 2: 20nd July 2020 – 14th August 2020 Group 3: 27th July 2020 – 21st August 2020 (All groups are for four weeks from start date listed). *Please note, you may apply for more than one wave if you wish.
Payment:	Earn up to £1,490.00 for the Summer 2020 programme

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 16/17 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.



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Personal Specification: Skills & Experience

Essential

- An understanding of the needs of 15-17-year olds, what engages them and how to gain their respect.
- Basic knowledge of your local region/community and a willingness to learn about what is going on in your community.
- Communication and team building skills.
- Ability to emphasise and communicate appropriately with teenagers.
- Organisational and decision-making skills.
- A current first aid qualification.

Desirable

- Experience of volunteering or working with teenagers.
- Experience of working directly with young people with disabilities.
- Willingness to develop project management and development skills.
- Working with and delivering sessions for young people.
- Working in a fast-paced and demanding environment.

Personal Attributes

- A passion and enjoyment about working with young people.
- Solution based thinker – natural positive mind set.
- Natural people person, good at bringing out the best in people.
- Ownership – The ability to take ownership of tasked areas of responsibility.
- Ability to empathise with teenagers and refrain from making judgement or bringing in prior negative experiences into a project environment.
- Willingness and openness to learn new skills and ways of working with young people.
- To be able to think on your feet and use initiative.
- Ability to remain calm and collected and support a team whilst tired or stressed.
- Willing to participate fully and enthusiastically in the outdoor activity week, which includes challenging outdoor activities.

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.
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- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.