



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. GTSET are looking to recruit for a Team Leader to support and deliver on our very successful National Citizen Service (NCS) programme.

Job Title: 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 £1,602.70 for the Summer 2020 programme.

Job Purpose:

As an NCS Team Leader you shall be responsible for a group of 15/16 NCS Participants and ensuring they complete the NCS Programme in accordance with the NCS delivery contract. You will need to keep your group of young people focused and on track with the programme and assist in the delivery of activities for participants. You will also be responsible for ensuring that young people complete the required 30 hours of social action and planning and delivery during weeks three and four.

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 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 Project 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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POST DETAILS

Assignment Name	National Citizen Service
Assignment Position	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.
Total Assignment Pay	Earn up to £1,602.70 for the Summer 2020 programme.

Assignment Job Description

- As a NCS Team Leader you shall be responsible for a group of 15/16 NCS Participants and ensuring they complete the NCS Programme in accordance with the NCS delivery contract.
 - To keep your group of young people 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 30 hours of social action and planning and delivery during weeks three and four.
 - To act as a liaison during the NCS programme for young people aged 15-17 and their parents/ carers with NCS.
 - To resolve minor issues on a daily basis and to ensure that the NCS Coordinator is aware of all safeguarding issues.

Main Responsibilities

Your main responsibilities during the NCS programme are listed below;

Welfare

- To ensure group harmony and facilitate the group dynamics, tackling any problems and resolving confrontation.
- To refer appropriate welfare issues to the NCS Coordinator and ensure the 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.
- To ensure the safeguarding of young people is paramount and report any issues to the NCS Coordinator.
- To report any concerns/incidents to the NCS Coordinator within 48 hours.
- To administer basic first aid if required.



VACANCY – JOIN OUR TEAM

- 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.

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 complete the daily NCS attendances registers and report this to the NCS coordinator.
- 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 team leadership for the young people, facilitating and 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 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 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.



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JOB DESCRIPTION

NCS TEMPORARY STAFF

Personal Specification: Skills and Experience

Experience Required for The Post

- Prior experience of working with teenagers in a supervisory role is essential.
- 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.