

**Role title: NCS Assistant Team Leader**

**Responsible to: NCS Delivery Manager**

**Contract: 12 May 2018 until end of programme or Graduation (Graduation date mid-September TBC)**

**Salary: £1230 for whole project including delivery, completion bonus and holiday pay (to be paid over 3 monthly instalments)**

**Status: Fixed Term contract.**

**Closing Date: 29th March 2019**

**Recruitment Dates: Assessment day will be on 13th April. Training will be on 8th & 15th June.**

**Candidates must be available on these dates.**

**Application: Please contact HR Manager at [recruitment@warringtonyouthclub.co.uk](mailto:recruitment@warringtonyouthclub.co.uk) for a full application pack. Please note due to safeguarding and health and safety purposes, you must be aged at least 18 to apply.**

**Role Summary:**

The National Citizen Service is a personal and social development programme which allows young people to develop new skills and make a difference within their communities. You will be responsible for the delivery of the NCS programme for 15 young people aged 15+ years.

You will work alongside a Wave Leader who will have overall responsibility for the group, Team Leader, Group Leaders and Senior staff to ensure the effective delivery of the programme.

The NCS programme is compiled of the following sections:-

- a) A 5 day outdoor education residential at an outdoor education centre,
- b) A 5 day residential at University of Chester Warrington Campus
- c) Planning of the social action community project benefitting local communities and
- d) Implementation of the social action project which will involve the young people volunteering that benefits the local community.
- e) Graduation Ceremony

All project delivery will be within a clear framework of safeguarding and health and safety policies and all applicants must have a clear understanding of professional boundaries when working with young people.

We are looking for people with experience in delivering youth work to diverse groups of young people and be committed to working to tight deadlines and key milestones.

You will have a commitment to principles of social action projects.

This post reports directly to the NCS Delivery Manager, who will work to ensure that you are supported to deliver the programme in line with requirements.

There is an essential requirement for the post holder to be flexible with their working pattern.

### **Key Responsibilities**

1. Work with a group of young people aged 15 + years old on the Warrington Youth Club National Citizen Service Project, delivering an innovative and quality youth programme.
2. Support young people from diverse backgrounds and experiences to work together and build friendships and support networks.
3. Have a developmental approach to working with young people focused on achieving learning outcomes throughout the project.
4. Have a child centred approach, willing to be adaptable to the needs of the individual and the group.
5. Understand the issues that affect young people and how to respond to them
6. Work under your own initiative whilst keeping others informed of key decisions.
7. Lead, support and motivate volunteers supporting your group
8. To identify young people to speak at Graduation and write speeches with young people.
9. To identify young people to participate in WYC programmes and refer them on to them.
10. To ensure that all safeguarding issues are reported to Wave Leader & Team Leader in appropriate time frame and all information is documented.
11. To motivate, enthuse and inspire young people by creating exciting opportunities throughout the project.
12. Have an understanding of the need for monitoring and recording information.
13. Work a flexible pattern including evening, mid-week residential and weekends in line with the role and team requirements.
14. Follow safeguarding procedures and health and safety policies and have a clear understanding of professional boundaries when working with young people aged 15+.
15. Work effectively with community partners to support young people in the development and implementation of community projects.
16. To return all equipment borrowed from WYC; phone, t shirt, folder and staff badge and any other additional equipment before Graduation.
17. To ensure all paperwork is completed correctly and returned to the relevant staff member.
18. Attend Staff training, Induction, Residential, Community Days, Social Action Project and Graduation
19. Undertake any additional duties as required by the General Manager or NCS Delivery Team Leader.