



## **Job Description**

### **Job Title**

- NCS Assistant Team Leader

### **Location**

- Aylesbury Vale/High Wycombe area and at residentials both in Staffordshire and in High Wycombe.

### **Position in the Organisation**

- Reports To: NCS Project Leader
- Responsible For: Assisting the Team Leader in supervising young people aged 16 - 17 years old in groups of 12 - 16
- Working With: NCS Team

### **Main Purpose and Scope of the Role**

NCS Assistant Team Leaders will be split between two cohorts. They will help the NCS Team Leader support their cohort of 12 to 16 young people on the Action4Youth National Citizen Service programme over a period of three consecutive weeks. The Assistant may also need to provide one to one support for young people with special educational needs.

The cohorts will include a mixture of young people from different backgrounds, some of whom may have disabilities or behavioural difficulties. You will supervise the same groups throughout and will be required to stay overnight during the residential elements of the programme. You are also required to attend the staff training event and teambuilding day. During the programme you are responsible to the NCS Wave Leader and NCS Project Manager.

### **Programme Structure and Your Role:**

#### **Week 1 - Residential (4 nights, 5 days) at an outdoor activity centre aimed at team building:**

- Follow structured activity timetable
- Supervise young people and manage behaviour during all activities.
- Enthuse and get involved in all activities.
- Be proactive and lead by example at all times
- Ensure your group is on time and following behavioural code of conduct
- Assist at mealtimes and bedtimes; including one night duty
- Help facilitate quality Guided Reflection sessions on a daily basis
- Provide 1:1 support to young people with additional needs

#### **Week 2 - Residential (4 nights, 5 days) at Buckinghamshire New University, focuses on being a**

## Responsible Citizen:

As above for week 1, plus;

- Follow structured timetable and assist your group during activities and travel.
- Help your team to budget and cook meals
- Supervise your group off site during their charity visit
- Assist your group with their Social Action Project planning and their Dragons Den presentation. Allow young people to take the lead but be involved and direct ideas and planning so it is feasible and achievable. Your input will be key to keeping them on target.
- Ensure all your group are clear on the plans for week three (Social Action Project)
- Ensure risk assessments are in place for social action project activities the following week

## Week 3 – Non-residential – implementing social action project

- Meet with your group every day at the location provided.
- Support your group with the delivery of their project.
- To communicate clearly with charity partners regarding projects and ensure that they are always kept up to date
- Provide adult supervision and be present at events and activities.
- Ensure Health and Safety procedures have been followed and incidents reported.
- Ensure quality Guided Reflection sessions happen daily

## **Duties and Key Responsibilities**

To supervise young people in all activities, both at residential and non-residential locations.

To include:

- Away and home travel
- Taking registers of participants on both outbound and inward journeys.
- Ensure participants are fully versed with travel arrangements both outbound and inbound journeys.
- To actively take part in daily activities both indoor and outdoor and assist your Team Leader in supervising your group.
- To provide support and direction to all group members.
- To guide and assist your group through a Personal and Social Development programme.
- To monitor students' welfare throughout course and to be especially aware of recorded allergies, physical and mental conditions, and to follow the procedures in place.
- To liaise and communicate with NCS Wave Leader, Action4Youth staff and your Team Leader on a regular basis.

## **General Responsibilities**

- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.

- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by your Line Manager, CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

### Terms and Conditions

<b>Place of work:</b>	Aylesbury Vale area and at residential sites both in Staffordshire and in High Wycombe
<b>Transport</b>	Transport to and from residential sites will be provided via coach from pick up location in Aylesbury/High Wycombe (wave dependent). You will be expected to make your own travel arrangements for week three.
<b>DBS Pre-Employment Check</b>	Appointment to this post is subject to an Enhanced DBS check.
<b>Meals and Accommodation:</b>	Whilst on residential sites you are entitled to free meals plus on-site accommodation.
<b>References:</b>	Employment will be subject to receiving two satisfactory references
<b>Proof of Eligibility to work in the UK</b>	Evidence provided to comply with the Immigration, Asylum and Nationality Act 2006
<b>Training:</b>	It is compulsory that you attend one of the NCS Staff Training days on either Saturday 30 <sup>th</sup> May (High Wycombe) or 6 <sup>th</sup> June (Aylesbury). If working in only one specific location, please ensure you can attend that location's weekend.  Teambuilding day on Sunday 31 <sup>st</sup> May (High Wycombe) and 7 <sup>th</sup> June (Aylesbury). You must complete the NCS Trust E- learning module by Friday 1 <sup>st</sup> May.