



Job Description

Job Title

- NCS Team Leader

Location

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

Position in the Organisation

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

Main Purpose and Scope of the Role

NCS Team Leaders will lead and support a cohort of 12 - 16 young people on the Action4Youth National Citizen Service programme over a period of three consecutive weeks. These groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or behavioural difficulties. The Team Leader may also need to provide one to one support for young people with special educational needs.

You will supervise the same group 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
- Facilitate quality Guided Reflection sessions on a daily basis
- Lead activities and sessions which are not led by centre staff.
- Provide 1:1 support to young people with additional needs

Week 2 - Residential (4 nights, 5 days) Buckinghamshire New University (High Wycombe), focuses on being a Responsible Citizen:

As above for week 1, plus;

- Follow structured timetable and lead your group during activities and travel.
- Help 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 at all times 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 is 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 and keep them safe whilst in your care.
- 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.
- To have knowledge of and comply with the Data Protection Act.
- To be aware of and comply with Health and Safety procedures.
- 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.

- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

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

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