



Job Description

Job Title

- NCS Assistant Leader – Summer 2024

Salary

- £450-£575 plus holiday pay depending on age

Location

- NCS residential programme for Live It, Boss It or Change It theme, at various locations, as per application form.

Position in the Organisation

- Reports To: Wave Leader
- Responsible For: Assisting the Team Leader to support young people aged 16 - 17 years old in groups of 16- 18
- Working With: NCS Programmes Team and other seasonal staff

Main Purpose and Scope of the Role

NCS Assistant Leaders will assist the Team Leader and support a cohort of 16-18 young people on the Action4Youth National Citizen Service (NCS) programme over a period of five consecutive days; Monday-Friday. These groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or behavioural difficulties. The Assistant Leader may also need to provide one to one support for young people with special educational needs. You will help supervise the same group throughout the programme and will be required to stay overnight throughout the five days (four nights).

You are required to attend part 1 and 2 of the Staff Training events;
NCS Staff Training part 1- Saturday 15th 9:30am- 12:30pm June OR Monday 17th June 4-7pm
NCS Staff Training part 2- Thursday 13th June 4-7pm OR Saturday 22nd 9:30am-12:30pm

Programme structure and your role:

One week programme - Monday – Friday residential:

- 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 the Team Leader facilitate quality Guided Reflection sessions on a daily basis
- Assist with activities and sessions which are not led by external facilitators
- Provide 1:1 support to young people with additional needs
- Provide adult supervision and be present at events and activities.
- Ensure Health and Safety procedures have been followed and incidents

reported.

Duties and Key Responsibilities

- Registration and supervision on coaches during travel
- Ensure participants are fully versed with the travel arrangements for both outbound and inbound journeys.
- To actively take part in daily activities both indoor and outdoor and help supervise 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 the course and to be especially aware of recorded allergies, physical and mental conditions, and to follow the procedures in place.
- To liaise and communicate effectively with your Team Leader, the NCS Wave Leader, Action4Youth staff.
- To have knowledge of and comply with the Data Protection Act.
- To be aware of and comply with Health and Safety procedures.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- Report Safeguarding concerns to the wave leader
- 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 and NCS.
- 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.
- Be a positive role model at all times

Terms and Conditions

Place of work:	Residential sites as listed on the application form
Transport:	You will be expected to make your own travel arrangements to and from the coach pick ups
DBS Pre-Employment Check:	Appointment to this post is subject to an Enhanced DBS check which will include a barred list check.
Meals and Accommodation:	Meals and accommodation are provided
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 the virtual NCS Staff Training days. NCS Staff Training part 1- Saturday 15 th 9:30am- 12:30pm June OR Monday 17 th June 4-7pm NCS Staff Training part 2- Thursday 13 th June 4-7pm OR Saturday 22 nd 9:30am- 12:30pm