



NCS

Grow Your Ambition Programme

Leader

Appointment Brief

NCS Grow Your Ambition Programme Leader

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can-do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in Aylesbury. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do

Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), The Inspiration Programme (TIP), The Breakout Programme, The Junction and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

Job Description

Job Title

- NCS Grow Your Ambition Programme Leader

Salary

- £33 - £38,000

Position in the Organisation

- **Reports To:** Programmes Manager
- **Working With:** Other members of the wider A4Y team, schools, key partners including the management partner, young people and parent/guardians.

Main Purpose and Scope of the Role

This programme is part of a consortium bid via the NCS Community Grant scheme and will run from September 2023 until the end of March 2025. NCS is a government-funded initiative that brings together schools, community organisations, businesses and individuals to build a stronger and more cohesive society.

This role will work independently to deliver the Grow Your Ambition programme for young people aged 16/17 years across Buckinghamshire and Milton Keynes. The programme will be delivered in partnership with local schools, during term time, and includes three experiences; Grow Your Life Skills, Grow Your Employability and Grow Your Community. This role is a fixed term contract until the end of March 2025.

Each young person engaged in the programme must participate in all three experiences, totalling 48 hours. Key phases of each experience include preparation, session and curriculum planning, liaising with schools and external partners and actual programme delivery.

Each programme consists of:

Grow your Life Skills

- A two day, one night, residential experience at our outdoor education centre, Caldecotte Xperience in Milton Keynes.
- Two outdoor adventurous activities on site that focus on teambuilding, communication and problem solving.
- Delivery of Life Skills sessions such as a cooking challenge, money skills, First Aid, mental resilience and more
- Total 24 hours

Grow Your Employability

- Two days based in school, delivered in line with the school day
- Delivery of a variety of Employability sessions such as personal presentation, confident speaking, CV writing and interview skills
- Total 12 hours

Grow Your Community

- Two days based in school, delivered in line with the school day
- One day delivery of a variety of sessions based on social action and community engagement
- One day volunteering with a local charity
- Total 12 hours

Duties and Key Responsibilities

- Contact and recruit schools from across Buckinghamshire and Milton Keynes to sign up to the programme
- Organise delivery dates and programme timetables for their students within the contractual requirements of the programme
- Plan each programme and create a timetable of activities for students to follow
- Deliver sessions to groups of students as per each experience
- Stay overnight for the Grow Your Life Skills residential
- Work with local community organisations to host volunteering days
- Work within a set budget to deliver the programme, ensuring each experience is delivered to a high standard
- Enter data onto the NCS/ Action4Youth CRM system
- Deliver a high quality programme to young people across Buckinghamshire and Milton Keynes as per contractual requirements
- Report to the programme management partner and collect personal details of young people for reporting purposes
- Attend meetings with management partner and other organisations within the consortium
- Prepare and deliver reports for funders and the Action4Youth Senior Management Team (SMT)
- Develop positive relationships with schools across Buckinghamshire and Milton Keynes to ensure commitment to the programme
- Act as an Ambassador for Action4Youth at all times

General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.
- Support in other areas of the organisation as required by the CEO
- 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.

Person Specification: NCS Co-ordinator	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Skills, Experience and Knowledge		
Previous work experience in the youth, education or community sector	E	A
Experience of planning, monitoring and evaluating work with young people	E	I
Experience of working with young people in a residential or outdoor setting	D	A
Excellent communication skills, including being able to positively engage with young people from a wide range of backgrounds	E	I
Confident user of IT, including Excel, Word, PowerPoint	E	A
Experience of using a CRM system	D	A
Experience of working with young people who have SEND	D	A
A full UK driving licence and access to a vehicle	E	A
Practical experience of designing and delivering presentations/ sessions to a varied audience of young people	D	I
Careers Guidance Qualification	D	A
Qualifications		
A strong academic record or equivalent experience	D	A
Personal Attributes		
A team player with a cheerful disposition who is outgoing, friendly, approachable, flexible and enthusiastic	E	I
Committed to young people's personal and social development and to providing opportunities which enable them to reach their full potential.	E	I
Integrity and discretion when dealing with sensitive information and compliance with data protection requirements	E	I
A flexible approach to work including willingness to take on tasks outside the normal remit and to work irregular hours.	E	I
Confidence to present to and motivate large/small, formal/informal meetings	E	I
Ability to understand and deliver effective communications to diverse audiences.	E	I
Prioritise and manage large workloads.	E	I
Ability to work alone using own initiative	E	I
Be committed to personal development and further training, as appropriate to the development of the role and Action4Youth	E	I

To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this post to office@action4youth.org

If you would like an informal chat regarding the role please email Emily Davis emily.davis@action4youth.org or Jenny Bone jenny.bone@action4youth.org or call 0300 003 2334

Closing Date for Applications: Friday 3rd May. Action4Youth will be actively interviewing for this role as applications come in.

Interview Dates: To Be Confirmed

**Action4Youth
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