

NCS Team Leader (reference: 054) - Job Pack

Job Details

Key Details

Post Title	NCS Team Leader
Reference	054
Reports To	NCS Wave Leader
Pay	£9.84ph with holiday uplift to £11.02ph
Hours	Each programme requires 210 staff hours in total broken down as follows: <ul style="list-style-type: none"> - 33 hours training - 110 hours weeks 1 & 2 residential (55 hours x 2) - 60 hours weeks 3 & 4 (30 hours x 2 weeks) - 7 hours Celebration Event
Contract Length	Temporary
Dates	June to August 2019
Location	Various: <ul style="list-style-type: none"> - Week 1 - Shrewsbury residential - 4 nights/ 5 days - Week 2 - Birmingham residential - 4 nights/ 5 days - Weeks 3 & 4 - Bromsgrove (non-residential)
Application Deadline	Sunday 10th March - 23:59
Interview/ Assessment Day	Saturday 23rd March
Mandatory Training/ induction dates (fully paid)	Saturday 1st & Sunday 2nd June 2019 & Saturday 22nd & 23rd June 2019

Job Purpose

We are looking for dynamic and confident people to join our NCS team this summer. You will be an organised and confident person, able to engage and support a group of up to 15 young people aged 15 to 17 through an intensive four-week programme including residential trips away from home, local skills workshops and social action activities.

The programme is split in to three distinct parts:

- **Week one:** Away residential: You will go away with your team for four nights and five days for outdoor adventure, new challenges and team-building.
- **Week two:** Home residential: You will go away with your team for four nights and five days, to a local residential setting. This is the part of the programme where the young people learn new skills and get to know the community better.
- **Weeks three and four:** You will support your team to design and implement a project that will make a real difference to their local community

This role is ideal for anyone interested in working with young people. Sport 4 Life will provide you with all the training and support you need to excel

You must be interested in working with young people and supporting their development through the programme.

Main Duties and Responsibilities

(Please note, this job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.)

1. Support, encourage and motivate a team of fifteen young people to complete all phases of the NCS programme, including pre-programme engagement, 2 four-night-five-day residentials, social action planning & delivery and graduation events.
2. Assist the NCS Coordinator/ NCS Wave Leader to ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect NCS participants and staff
3. Work with the NCS staff team to deal with challenging behaviour from young people
4. Engage and build positive relationships with young people and their parent/carers to provide effective support on a one-to-one or group basis to achieve NCS outcome targets.
5. Ensure programme content is relevant to the local community and builds on existing relationships with partner individuals and organisations in order to provide young people with a quality NCS experience, ensuring they learn community and citizenship values within their local environment.
6. Ensure any matters for concern are reported immediately to the NCS Coordinator / Wave Leader and support the completion of any necessary reporting (including safeguarding reports and incident reports).
7. Assist in ensuring in-kind funding opportunities are maximised and on or above target.
8. Attend regular supervision sessions and compulsory training to enable all duties to be carried out effectively.

Other Duties

- You will be required to work two four-night-five-day residentials, during which you will be expected to undertake night duty on a rota basis
- To make sure that you read, are familiar with, and follow all Sport 4 Life policies and procedures and to read and accept key Sport 4 Life policies
- To act as an ambassador for Sport 4 Life, upholding and promoting our charity values.
- To undertake any other duties which can be reasonably expected of you within the level of your job.
- This post will involve overnight stays and it will also involve some evening and weekend working

Essential Criteria:

- Experience and understanding of the issues affecting young people
- An understanding of Health and Safety, Safeguarding and data handling practices
- Knowledge of the NCS programme
- Ability to communicate effectively at all levels, orally and in writing
- Ability to work on your own initiative to an agreed action plan
- Ability to organise your own work routines effectively
- Ability to handle sensitive and confidential issues with tact and diplomacy
- An awareness and understanding of Equality & Diversity issues
- Punctual and reliable to ensure professional service
- Creative and flexible and able to work well with others in a team
- Commitment to personal and professional development
- Able to work within a flexible timetable and to commit to at least one 4 week programme

Desirable Criteria:

- Experience of working directly with young people in a paid or voluntary position.
- A relevant qualification in Youth Work, Health and Social Care or equivalent
- Coaching qualifications
- Experience of planning and delivering activities in partnership with young people
- A full UK driving licence and access to a car for work purposes

Personal Characteristics

The Team Leader is a dynamic, personable and progressive individual, who works well in a growing, changing and targeted environment, whilst upholding the 'S4L Values' (see below). They will be confident and professional, with the ability to motivate and inspire people. The Team Leader is a good communicator at all levels, a good listener, and can work effectively both internally (colleagues, subordinates) and externally (funders, partners, stakeholders).

Values

Everyone we employ is recruited based on our set of values. These are:

1. All that we do is focused on **changing** the **lives** of young people

We are committed to empowering and inspiring young people to unlock their true potential through our sports-themed personal development programmes. We embrace diversity, offer unconditional support, and provide tangible opportunities for them to make a positive change in their lives.

2. We are a **team**

Our staff are proud to work for Sport 4 Life UK and be part of its family. We are loyal, honest, transparent and trust each other. We are united in working to achieve the organisation's vision and mission. .

3. **Quality** runs through the core of the organisation

Our youth-led, bottom-up approach ensured the standard of our service and programmes are of the highest calibre and successfully address the needs of our young people. We have invested heavily in our ability to evidence our impact effectively to partners and stakeholders. We are professional, and have strong governance, structures, policies and processes in place.

4. We do not stand still - we're a **progressive** organisation

We are a forward-thinking, dynamic organisation which operates both proactively and responsively. We push through and break down barriers so we can always go above and beyond for our young people.

How To Apply

To apply for this position you need to complete the online application form and upload your CV before **23:59 on Sunday 10th March** by [clicking here](#) or visiting www.sport4life.org.uk/jobapplicationform. If you have any queries, please contact the NCS team on ncsjobs@sport4life.org.uk or call 0121 456 1818

About Sport 4 Life UK

Why We Exist

Sport 4 Life UK believes in a level playing field where every young person has the opportunity to create a better future for themselves.

The cyclical issue of the need we address is shown below:

IMAGINE...

Living in the top 10% most deprived wards in the UK

- > 100,000 children in Birmingham live in poverty. That's 37% of children in Birmingham.
- > 40% of Birmingham's population live in the top 10% most deprived areas in the UK.

Making it very likely for you to leave school without a qualification

- > Only 33% of young people from low income backgrounds achieve 5 A* to C GCSEs.
- > Young people without a Level 2 qualification are over twice as likely to be NEET* than those who do.

And significantly more likely to be welfare dependant.

- > Long periods of unemployment make young people 7.9 times more likely to become NEET again, and unable to create a better future for themselves. This cycle continues onto the next generation.

Leaving you with limited opportunities in life

- > Birmingham has the highest youth unemployment amongst core cities in the UK at 8.9% and over double the UK average (4.1%).
- > 15,100 young people in Birmingham are unemployed, with 6,320 claiming Job Seekers Allowance.

Statistics compiled from Index of Deprivation 2015, Office of National Statistics, Impetus-PEF, End Child Poverty, Child Poverty Commission, Birmingham City Council, and House of Commons Library.
*Not in education, employment, or training

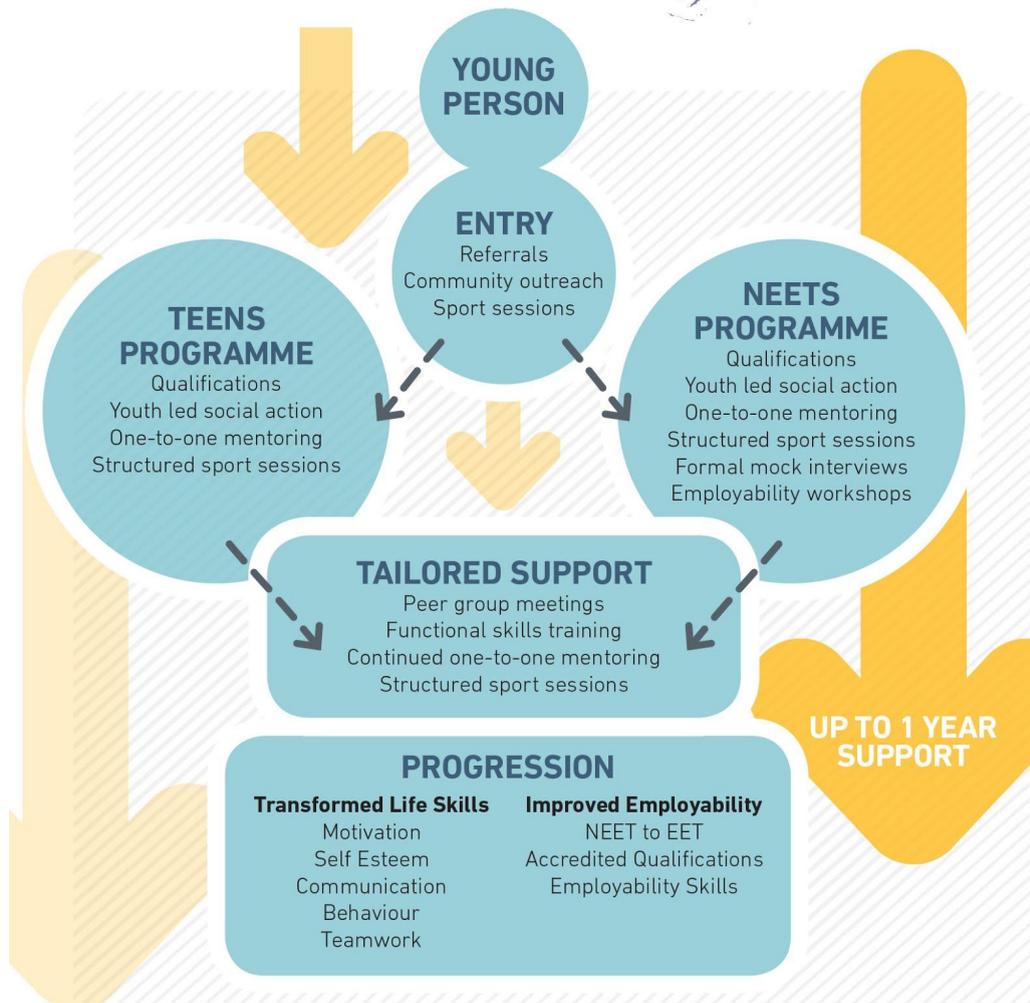
What We Do

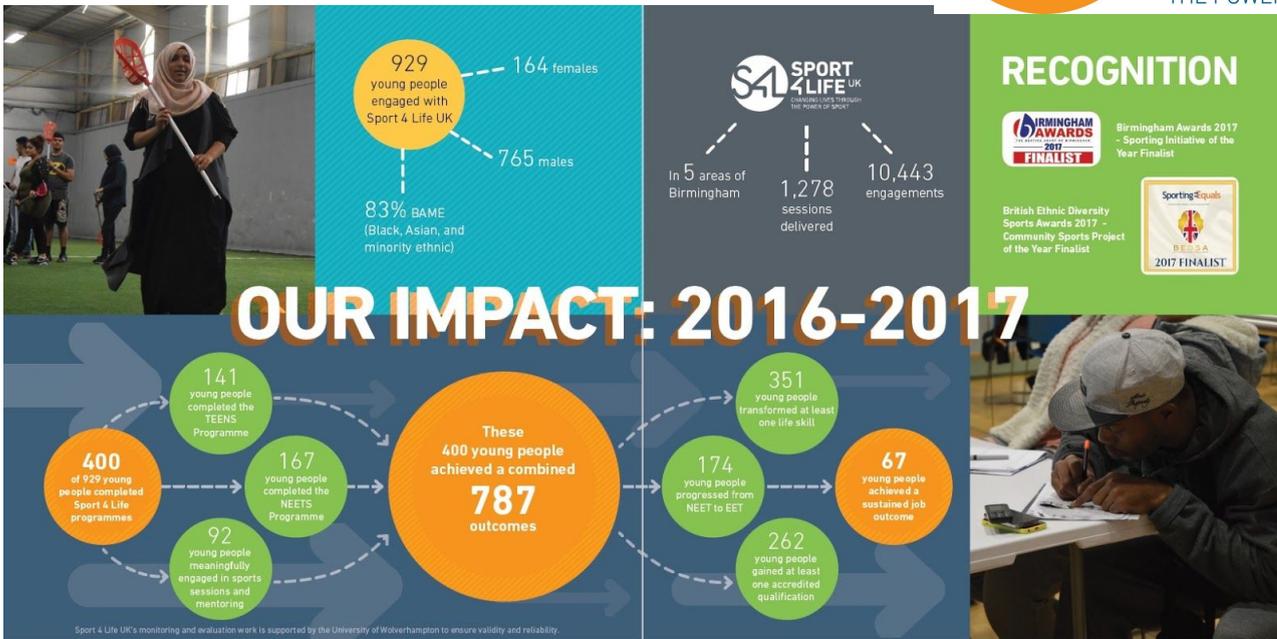
Sport 4 Life UK are proud to create a better future for young people (aged 12 to 29) by improving their employability and key life skills, through our sports-themed personal development programmes.

We deliver two core programmes:

TEENS: A personal development programme for socially excluded 12 to 16 year olds. This initiative is designed to prevent young people becoming NEET in the future. It is a proactive and strategic intervention, tackling the issue of youth unemployment at source, by developing their life skills such as confidence, communication, leadership and respect.

NEETS: An employability and personal development programme for 16 to 29 year olds who are NEET. This initiative focuses on developing young people’s employability and key life skills. It provides them with support to move into sustained education, employment, or training.





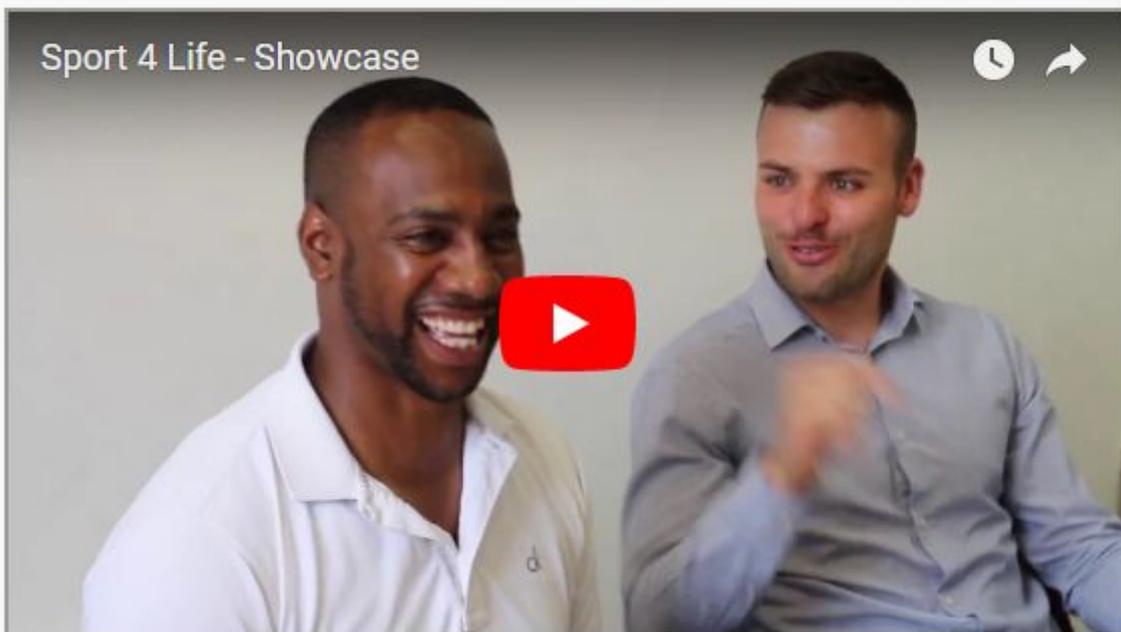
You can see a full copy of our Impact Report 2016/17 here:

<http://sport4life.org.uk/wp-content/uploads/2017/12/Sport-4-Life-Impact-Report-16-17.pdf>

Working with Us

Sport 4 Life UK (S4L) is a great organisation to work for. We are a progressive, dynamic and forward thinking organisation with a very clear and ambitious strategy for our future. Belief and trust in our team is one of our central values (see below), and we strive to create a positive, progressive and transparent team culture. We implement a structured performance-related reward policy, and are proud to have a very high retention rate. Click on the link below to watch our showcase video on why our staff love to work at Sport 4 Life UK.

SHOWCASE VIDEO



<https://www.youtube.com/watch?v=VloiPFMiHTs>

At our last annual staff satisfaction survey, all employees rated us the following (out of 5):

- Opportunity to develop and progress - **4.21**
- Positive atmosphere and culture - **4.21**
- Proud to work at Sport 4 Life UK - **4.43**

