**NCS Team Leader**

We are recruiting Team Leaders to lead teams of sixteen and seventeen year olds through our NCS programme. We are looking for passionate individuals with either experience of working with groups of young people or the desire to learn.

The Team Leader is there to be a positive role model, to coach and motivate a team of up to 15 diverse young people. Your role will require you to support, stretch and maximise the learning for all the participants throughout the NCS Programme.

We are very proud of our strong reputation and have high expectations of all our staff and firmly believe that great team leaders are absolutely essential for the successful delivery of the NCS programme.

The first five days in summer will be a based at a residential outdoor activity centre alongside specialist instructors. The second five days the following week will be a residential based at a university or festival where you will lead the programme supported by an experienced Wave Leader. The third five days are non-residential and will be based at a local centre, during this week the team will plan a social action project of 30 hours which will be delivered during the next week. Team Leaders will support and lead their Team Assistants to ensure the successful delivery of the NCS experience.

We are looking for Team Leaders who can commit to working with their team of 15 young people, for the entire length of the programme.

New Team Leaders will be expected to attend 2 compulsory training weekends that will be held in March and April for the summer programme. As well as attending ‘Ready to Go’ Session and online training prior to commencement of the programme.

As a Team Leader you can also complete more than one wave if this does not conflict with any other wave you will be working. For example you can complete wave 1 & 3 not wave 2 & 3. Please state how many waves you would like to do in covering letter.

**Responsibilities of the Team Leader**

**The Team Leader will:**

* Lead your group of young people through a structured programme of activities at each phase of the programme.
* Inspire and motivate the young people in your group to remain fully committed to the NCS programme throughout.
* Be a positive role model at all times.
* Plan, prepare and facilitate the set Shrewsbury Town NCS programme.
* Provide pastoral care, guided reflection and discipline of young people especially those within their team.
* Supervise young people on coach journeys.
* Maintain contact with the young people in your group via text or phone call prior to commencement of each session to ensure continued attendance & commitment of team members.
* Work alongside, guide and support other staff allocated to your team.
* Ensure the participants remain safe and adhere to Health and Safety guidelines, throughout the programme and during their social action project phase.
* Live with and support participants in residential activities in the residential aspects of the programme. This will include supervision of evening activities and dorms.
* Complete all administrative paperwork relating to the programme to set deadlines.
* Liaise regularly with your Wave leader to keep them informed of any issues and progress.
* Undertake monitoring and evaluation if required.
* Support and maintain contact, meet face to face and be available to support your team during the planning and delivery of the ‘Make a Difference’ project.

**About you**

**Candidates for the role of Team Leader must demonstrate the following skills and characteristics:**

**Essential:**

* Belief in young people and in helping them take more active roles in their communities.
* Experience of facilitating small group discussions and reflecting on learning.
* Passion/interest in building stronger communities and seeing change in society.
* Well organised.
* Sound judgement and a responsible attitude.
* Rapport and empathy with young people.
* Interested in young people’s personal development.
* Able to lead and work as part of a team.
* Strong interpersonal & communication skills.
* A sense of humour.

**Beneficial:**

* Success in managing and motivating people in challenging environments.
* Experience of working in partnership with youth or diverse community organisations.
* Experience in a residential youth environment (e.g., youth camp, scout camp, boarding school etc.)
* Experience of the NCS programme and Shrewsbury Town in the Community

**Payment**

* The remuneration package for **4 week programme**is £1200+ includes a payment for holidays.
* Basic Rate income tax and NI will be deducted from the final amount.
* You will be paid through pay roll (PAYE).

**Criminal Record Disclosures**

* We recognise the contribution that former or ex-offenders can make as an employee; a person’s criminal record will not in itself, debar that person from being appointed to this post. Candidates will be given an opportunity to provide us with information on their criminal record. This information will be handled sensitively. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying. If you would like to speak to someone in confidence about declaring a criminal conviction or disciplinary sanction please contact M Shellis, Designated Safeguarding Officer.

**Wave Dates**

**Wave 1**

Phase 1 - 24th - 28th June 2019

Phase 2 - 1st - 5th July 2019

Phase 3a - 8th - 12th July 2019

Phase 3b - 15th - 19th July 2019

Graduation - Monday 22nd July 2019

**Wave 2**

Phase 1 - 15th - 19th July 2019

Phase 2 - 22nd - 26th July 2019

Phase 3a - 29th July - 2nd August 2019

Phase 3b - 5th - 9th August 2019

Graduation - Monday 12th August 2019

**Wave 3**

Phase 1 - 5th - 9th August 2019

Phase 2 - 12th - 16th August 2019

Phase 3a - 19th - 23rd August 2019

Phase 3b - 26th - 30th August 2019

Graduation - Monday 2nd September 2019

Please email your CV & Covering letter to ncs@shrewsburytowninthecommunity.com, if you require any more information then please call 01743 289177 ext 269

**NCS Team Assistant**

We are recruiting Team Leaders to lead teams of sixteen and seventeen year olds through our NCS programme. We are looking for passionate individuals with either experience of working with groups of young people or the desire to learn.

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We are looking for Team Assistant who can commit to working with their team of 15 young people, for the entire length of the programme.

New Team Assistants will be expected to attend 2 compulsory training weekends that will be held in March and April for the summer programme. As well as attending ‘Ready to Go’ Session and online training prior to commencement of the programme.

As a Team Assistant you can also complete more than one wave if this does not conflict with any other wave you will be working. For example you can complete wave 1 & 3 not wave 2 & 3. Please state how many waves you would like to do in covering letter.

**Responsibilities of the Team Assistant**

**The Team Assistant will:**

* Support your group of young people through a structured programme of activities at each phase of the programme.
* Inspire and motivate the young people in your group to remain fully committed to the NCS programme throughout.
* Be a positive role model at all times.
* Plan, prepare and facilitate the set Shrewsbury Town NCS programme.
* Provide pastoral care, guided reflection and discipline of young people especially those within their team.
* Supervise young people on coach journeys.
* Work alongside, guide and support other staff allocated to your team.
* Ensure the participants remain safe and adhere to Health and Safety guidelines, throughout the programme and during their social action project phase.
* Live with and support participants in residential activities in the residential aspects of the programme. This will include supervision of evening activities and dorms.
* Complete all administrative paperwork relating to the programme to set deadlines.
* Liaise regularly with your Wave leader to keep them informed of any issues and progress.
* Undertake monitoring and evaluation if required.
* Support and maintain contact, meet face to face and be available to support your team during the planning and delivery of the ‘Make a Difference’ project.
* Assist the Team Leader in completing their duties
* Watch the team and organise activities while the Team Leader is not present.

**About you**

**Candidates for the role of Team Assistant must demonstrate the following skills and characteristics:**

**Essential:**

* Belief in young people and in helping them take more active roles in their communities.
* Experience of facilitating small group discussions and reflecting on learning.
* Passion/interest in building stronger communities and seeing change in society.
* Well organised.
* Sound judgement and a responsible attitude.
* Rapport and empathy with young people.
* Interested in young people’s personal development.
* Able to lead and work as part of a team.
* Strong interpersonal & communication skills.
* A sense of humour.

**Beneficial:**

* Success in managing and motivating people in challenging environments.
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* Experience of the NCS programme and Shrewsbury Town in the Community

**Payment**

* The remuneration package for **4 week programme**is £1000+ includes a payment for holidays.
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