**VACANCY APPLICATION PACK**

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**ASSISTANT TEAM LEADER**

**An exciting opportunity has arisen to join our team as an Assistant Team Leader. The suitable candidate will be required to meet the Mission, Vision and Objectives set out by Shrewsbury Town in the Community and National Citizen Service to inspire young people through the power of NCS and encourage them to realise their potential and achieve their goals.**

**Application Pack**

Who we are:

Shrewsbury Town in the Community is the official charity of Shrewsbury Town Football Club. Established in 1996 our mission is to utilise the power of sport to **engage, inspire and strengthen** our local community.

**Vision**

To take Shrewsbury Town into the heart of the local community, helping people **realise their potential** and **achieve their goals**.

**Purpose**

To deliver a service that can be judged as ‘first class’ by our participants, core team and managing partners including EFLT, Pharos, Reed.

A service that is seen to make a significant social contribution, changing lives and supporting young people to become more integrated in the local community.

**How will we make a difference?**

In partnership we will work within Shropshire to:

**Improving Health & Wellbeing,**

**Providing better life chances,  
Creating stronger communities.**

**Our vision is underpinned our values:**

**Passionate | Proactive | Fun | Inclusive | Professionalism | Caring**

**Range of Work**

**Health & Wellbeing | Education & Learning | Football Development | School Sport | Inclusive Sport**

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| **Job Description** |



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| Job Title | Assistant Team Leader | | | |
| Department | Shrewsbury Town in the Community | | | |
| Location | Reech Community Football Hub - Shrewsbury | | | |
| Accountable To | Education & Learning Project Manager | | | |
| Criminal Record Check Required | Yes | | Level of Check | Enhanced |
| Financial Responsibility | Budget Holder | No | Authorisation Level | Full |

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| **Role** |

The Team Assistant is an integral part of the NCS staff team as they bridge the relationship between young people, Team Leader and the NCS ethos.

You will inspire and lead a team of 16 young people aged between 15-17 years through a fast paced and demanding programme. You will act as the young person’s role model and mentor to push and motivate each team member to reach their full potential and get the most out of the NCS programme. This rewarding and challenging role may require long working hours throughout the three or two-week programmes and requires prior assessment before the start of delivery.

This role is suitable for a highly motivated and enthusiastic individual who is keen to upskill, and who is able to motivate others and be comfortable working with multiple teams throughout the three or two-week period.

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| **Hours of Work** |

* Flexible between the hours of 8:00am – 10:00pm, Monday to Friday with core hours between 09:00 and 09:00pm.
* Flexibility is required as weekends and evening work may be essential.
* Two-days Training Pre-Delivery
* Keep Warm Events Allocated Waves

Summer 2022 Programme Breakdown (2 Weeks);

**Phase 1** – Be Epic – Residential Two Days

**Phase 2** – Live Life – Residential Three Days

**Phase 3** – Do Good – Home Based, Five Day

**Graduation** – Go Party – Celebration Evening

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| **Principle Responsibilities** |

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| Care for a team of up to 16 young people, overseeing the health, safety and behaviour management of the group at all times, and working collaboratively with the Team Leader, programme lead and other team members. |
| Ensure the engagement and participation of all young people, and take part in a night time rota as instructed by the NCS Coordinator, Manager or Team Leader |
| Assist in facilitating & delivering curriculum sessions to the team in an engaging and inspiring way. |
| Empower each team member to develop a range of new skills, encouraging them to reflect upon their own progress and development. |
| Assist visits to community partners & charities, and facilitate your team as they design and deliver a successful and meaningful Social Action Project. |
| Follow all COVID-19 guidance and policies in place to maintain the safety of young people and staff at all times. |
| Follow Shrewsbury Town in the Community’s safeguarding policies and procedures, ensuring the safety and wellbeing of all young people. |
| Support the Team Leader in organising the team to a high standard producing quality results throughout the social action phases. |
| Take responsibility of the team when the team leader isn’t present. For example delivering a daily brief. |
| Attend all relevant NCS Training prior to delivery as well as mandatory training such as First Aid, NCS Ethos, Health & Safety and Safeguarding training. |

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| **Person Specification** |

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| **Skills/Qualities/Experience** | **Essential** | **Desirable** |
| The ability to manage and motivate a group of young people through a range of activities | **X** |  |
| Experience of working in a fast-paced environment, and the ability to make decisions in a timely manner, work flexibly and adaptively | **X** |  |
| Ability to handle sensitive information in a professional manner, in line with our policies | **X** |  |
| Strikingly positive and motivated attitude, with a passion for building stronger communities and seeing change in society | **X** |  |
| Experience of working with young people in a paid or voluntary capacity | **X** |  |
| Experience of working in a residential environment (preferably with young people) |  | **X** |
| Experience of leading and facilitating workshops & reflection activities |  | **X** |
| The ability to follow a set curriculum, adapting it to suit different audiences | **X** |  |
| Be able to adapt quickly to change and make quick decisions to ensure the young people are engaged at all times | **X** |  |
| Good level of communication skills and able to communicate effectively with the NCS management team | **X** |  |
| Able to complete day to day admin work and programme related surveys to set deadlines | **X** |  |
| Appointed person will be subject to CRB clearance | **X** |  |

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| **Our Core Values** |

We are looking for you to show these work-based core values which are integral to our workforce culture.

**Professional** – We are professional in every aspect of our delivery.

**Passion** – We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

**Inclusive** – We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

**Proactive** – We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact.

**Fun** – We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

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| **General Information** |

The Employee must at all times carry out his/her responsibilities with due regard to Shrewsbury Town in the Community’s policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the company’s premises. The Employee must report any misconduct or suspected misconduct to the Designated Safeguarding Officer.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of Shrewsbury Town in the Community.

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| **Employee’s**  **Signature:** |  | **Date:** |  |
| **Employee’s Name:** |  | | |

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| **Chief Executive’s Signature:** |  | **Date:** |  |
| **Employees’ Name:** |  | | |