



Job Description: NCS Team Assistant

Title: NCS Team Assistant	Reporting to: NCS Manager
Base: Element House, 113 Arundel Street, Sheffield, S1 2NT	Salary: £480
Job Purpose: To support the delivery of the NCS programme through leading, stimulating and developing a team of fifteen to seventeen year olds throughout the programme. We are looking for Team Assistants to support Team Leaders in leading a team of fifteen young people during this Autumns National Citizen Service (NCS) programme. You will be required to spend 4 days/3 nights in a residential setting with groups of young people whilst on programme and will also be expected to actively support the social action programme as well as attend the graduation ceremony.	
Format: Phase 1: (4 days) Residential site in the North Yorkshire. Phase 2: (3 days) Skills Workshops with young people in Sheffield city centre. Phase 3: 30 hours of social action planning (some flexibility is required with this) based in Sheffield.	
The programme: NCS is designed to encourage young people to mix with people they may not normally meet. They then go on to learn key skills for university or the workplace and make a difference to their local community. This is achieved in the following way: <ul style="list-style-type: none">• <u>Away residential</u> – Socially mixed teams spend 3 nights away from home undertaking challenging outdoor activities such as kayaking, abseiling and archery.• <u>Skills Workshops</u> – Teams spend 3 days in skills-building workshops and begin to learn about their local community.• <u>Social action</u> – Teams will then use their skills and knowledge of the community to plan and deliver a project to benefit the local area. Those young people who complete the programme will then be invited to attend the graduation ceremony, where they are presented with a certificate signed by the Prime Minister.	
Key Roles and Responsibilities: Welfare: <ul style="list-style-type: none">• Assist their Team Leader by inspiring and caring for a team of fifteen participants, ensuring that they are safe and are able to develop personally on the programme.• To ensure group harmony and facilitate the group dynamics, tackling any problems and resolving confrontation.• To ensure all personal information regarding young people is kept confidentially in accordance with data protection requirements.• To ensure the health and safety and safeguarding of young people is paramount and report any concerns / incidents to the Senior Co-ordinator on wave & NCS Manager within 48 hours.• To take action if inappropriate behaviour happens (procedures will be covered during training).	

Delivery:

- To provide support and team leadership for the young people, facilitating and leading on occasion their day / night activities.
- To be an active member and ambassador of NCS, taking part in activities where appropriate and demonstrating a 'joining in' team spirit and 'can do' positive attitude.
- To ensure that your group members share NCS experiences and facilitate the daily process of Guided Reflection.
- To facilitate the delivery of successful Social Action Projects, in consultation with the local communities, with support from the NCS office staff.

General:

- To promote and safeguard the welfare of young people for whom you are responsible and with whom you come into contact.
- To ensure that you and your team adhere to all Risk Assessment protocols, observing all Health and Safety requirements.
- Any other duties, consistent with the main purpose of the role, as may be specified from time to time.

Training:

- To attend the Team Leader training events including First Aid, Safeguarding Children, Risk Assessments, Guided Reflection, Team Building.

Skills & personal qualities required for the post:

- Able to demonstrate problem solving skills, ability to motivate, inspire and use your own initiative.
- Able to demonstrate an ability to build a rapport with young people and maintain effective, professional relationships.
- A genuine interest in the welfare of young people and commitment to supporting them throughout the duration of NCS.
- Strong interpersonal skills and good verbal communication skills
- Empathic, sensitive and approachable nature
- Tolerance and patience
- Ability to remain calm and composed in difficult situations
- Sound judgement and responsible nature

The foregoing roles are neither exhaustive nor exclusive and the post holder may be required from time to time to undertake any other duties commensurate with the grade and position of the post in the organisation. The post holder will be required to operate within the guidelines of the Health and Safety at Work Act at all times.

What's in it for you:

- Experience working on a Government initiative and within the third sector.
- Experience of working closely with young people, including young people with learning disabilities and behavioural issues.
- Develop skills and experience in leadership.
- Develop skills and experience in communicating with representatives from both the private and third sector.
- Develop skills in creativity by organising and co-ordinating a range of activities.
- Use of Element Society as a referee for job applications and UCAS applications



Other essential dates:		
Event	Date	Location
Interviews	24 th – 28 st September	113 Arundel Street, Sheffield, S1 2NT
Assessment Day	TBC if needed	113 Arundel Street, Sheffield, S1 2NT
Training Sessions	W/C 8 th October	113 Arundel Street, Sheffield, S1 2NT

Application process: Please submit a completed copy of our application form explaining how you meet the relevant skills, experience and qualities set out for the post. <http://www.elementsociety.co.uk/>

Deadline for applications: Midnight Thursday the 20th September

For applications, more information or an informal chat about the role please contact:

Richard Ripley

NCS Manager

Element Society

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