



## Element Society Job Description: NCS Assistant Team Leader

<b>Title:</b> NCS Assistant Team Leader	<b>Reporting to:</b> Element Youth Programmes Managers
<b>Base:</b> Element Society Youth Hub, Yorkshire House 66 Leopold Street, Sheffield, S1 2GZ	<b>Salary:</b> £940 (includes £40 in bonuses)
<b><i>Please note: Element Society is committed to safeguarding children and young people to the highest standards. Safeguarding children and young people is everyone's responsibility at the charity.</i></b>	

### Job Purpose:

To support the delivery of the National Citizen Service (NCS) programme through assisting, stimulating and developing a team of fifteen young people aged fifteen to seventeen year olds throughout a four-week programme. Applicants should be passionate about working with young people, with a belief that young people have the power to create change.

We pride ourselves on delivering a high quality programme to young people and truly believe that great Assistant Team Leaders are essential to making this happen. As an Assistant Team Leader, you will be supporting your allocated Team Leader and other staff in the development of your team throughout the four-week programme.

### Programme Overview:

NCS is designed to encourage young people to build skills and confidence that will help them get ahead in work and life. It also enhances their skills in social mixing (meeting other young people from a diversity of backgrounds), living independently and being active members of their local community. All of this is intended to give them a springboard in applying for College, Sixth-Form, University or prepared for employment.

### NCS Programme Format:

#### Phase 1: Adventure – Outdoor residential located in either North Wales, The Cotswolds or Shropshire.

Over 5 days/4 nights (Monday to Friday) you will spend time assisting your Team Leader in supporting the team in challenging outdoor activities whilst also motivating them to encourage one another. These activities could include kayaking, climbing, abseiling, bush craft, raft building and many more! In the evenings, you will be facilitating activities that young people find engaging and offer opportunities for them to engage with new people.

#### Phase 2: Discovery – University style residential located in either Sheffield or Huddersfield.

Another residential but with different aims. Over 5 days/4nights (Monday to Friday) you will be supporting your team in developing their independence and gaining new skills. In the day time participants will be taking part in workshops aimed at personal development. These will require you to motivate and facilitate the young people to get the most out of each workshop. Many of these workshops are Team Leader led, giving you an opportunity to take a more active role in leading your team (with the support of fellow NCS staff and core Element staff).

#### Phase 3a&b: Social Action planning and delivery based in Sheffield.

This phase is spread across two weeks and requires 30 hours of involvement each week for participants (totalling 60 hours). During this time, you will support your Team Leader in guiding your team to plan and deliver an effective Social Action project designed to either support a charity, give back to the local community, support a campaign or raise awareness of a topic the young people are passionate about.

#### Phase 4: Celebration of participant's achievements at a Graduation style one-day event.

In order to celebrate the achievements of the young people you have worked with, Element Society host a Graduation style event to champion all of the social action projects and award their certificates signed by the Prime Minister. During the evening, we also host an Under18s style party for them to let loose and celebrate with new and existing friends. You will be expected to attend this and contribute to the smooth running of the day.



## Key Roles and Responsibilities:

### Welfare:

- To ensure the health and safety and safeguarding of young people is upheld, reporting any concerns or incidents to Your Team Leader/ Wave Leader / within 48hours.
- Assist your Team Leader in supporting your team of fifteen young people by inspiring and caring for them, ensuring that they are safe and are able to develop personally on the programme.
- To provide support during NCS to young people, acting as a mentor with the support of your Team Leader and other staff
- To encourage group harmony and dynamics, reporting any problems and supporting conflict resolution.
- To immediately report injury to you're the nearest Team Leader or core Element Staff to ensure they have access to First Aid.
- To report inappropriate behaviour to your Team Leader (procedures for this will be covered during training) and address non-inclusive or bullying behaviour where appropriate.

### On Residential:

- To assist in the organisation of participants each morning whilst on residential.
- To liaise with other staff to manage the smooth running of meal times.
- To support other staff where needed and work as a close team to deliver a high quality experience.
- To uphold safeguarding policies relating to young people living communally (this will be covered during training)

### Delivery:

- To provide support for the young people, facilitating 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 encourage appropriate behaviour of participants on programme and ensure a diverse and inclusive team mentality.
- To ensure that you engage in daily Guided Reflection, and ensure your group share their NCS experiences.
- To support the planning and delivery of successful Social Action Projects, in consultation with the local communities, with support from core Element staff.

### General:

- To work with your Team Leader and core Element Staff in developing professionally, taking up opportunities to gain new skills.
- To promote and safeguard the welfare of young people for whom you are responsible and with whom you come into contact.
- To encourage your team to adhere to risk assessment protocols and observe all Health and Safety requirements.
- Any other duties, consistent with the main purpose of the job, as may be specified from manager.
- Consistently promote and encourage the NCS ethos and values during programme.
- To ensure all personal information regarding young people is kept confidentially in accordance with data protection requirements.

### Training:

- To attend and successfully complete the Element Society NCS Assessment training weekend – which includes safeguarding, health and safety, residential training, guided reflection and mental health awareness.
- To successfully complete the National Citizen Service online training modules by set date.



**Person Specification:**

<b>Skills &amp; experience required for the post:</b>	<b>Essential</b>	<b>Desirable</b>
Prior experience of working with young people (desirable at secondary school age)		
Must be able to demonstrate problem solving skills, ability to motivate, inspire and use your own initiative.		
Must be able to demonstrate an ability to build a rapport with young people and maintain effective, professional relationships.		
Must be able to demonstrate the ability to effectively and respectfully resolve potential or existing conflicts, showing creativity and resourcefulness.		
Prior experience of the NCS programme and what it consists of.		
<b>Personal Qualities:</b>	<b>Essential</b>	<b>Desirable</b>
A genuine interest in the welfare of young people and commitment to supporting them.		
Strong interpersonal skills and good verbal communication skills.		
Empathic, sensitive and approachable nature.		
Motivation to work with young people from all cultural, economic and social backgrounds.		
Tolerance and patience and a willingness to understand fears, strengths and weaknesses.		
Ability to remain calm and composed in difficult situations.		
Sound judgement and responsible nature.		
Good organisational and problem-solving skills.		
Adaptable and comfortable with quick decision making.		
Experience in managing records / paperwork.		

**Safeguarding:**

Element Society is committed to safeguarding children and young people to the highest standards. Safeguarding children and young people is everyone’s responsibility at the charity.

The health, safety, welfare and moral education of young people are a first priority, before the success of the programme or the reputation of the charity, school, client or parent. Children and young people’s welfare is paramount.

We uphold the safeguarding principles and requirements of registered charities who work with children, young people and vulnerable groups, outlined by the Charity Commission.

Element adopt and implement good practice to minimise opportunity for abuse, provide safe and secure environments, and to ensure young people are supported in an appropriate manner.

*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.*

**PLEASE NOTE: IF YOU ARE APPLYING FOR THIS ROLE, WE DO EXPECT YOU TO BE ABLE TO DEMONSTRATE YOUR COMPETENCY IN EACH OF THE CRITERIA WITHIN THIS JOB DESCRIPTION IN YOUR APPLICATION IN ORDER FOR US TO OFFER YOU AN INTERVIEW.**



Essential Dates:		
Event	Date	Location
Application Deadline	5pm Tuesday 26 <sup>th</sup> February	N/A
Interviews	W/C 4 <sup>th</sup> March 2019 & W/C 11 <sup>th</sup> March 2019	Element Society Youth Hub
Training & Assessment Weekend	13 <sup>th</sup> – 14 <sup>th</sup> April 2019	Element Society Youth Hub
WAVE DATES 2019		
WAVE 1	1 <sup>ST</sup> July – 26 <sup>th</sup> July	
WAVE 2	15 <sup>th</sup> July – 9 <sup>th</sup> August	
WAVE 3	29 <sup>th</sup> July – 23 <sup>rd</sup> August	
WAVE 4	5 <sup>th</sup> August – 30 <sup>th</sup> August	

**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. All applications must be submitted via email (you will be requested to sign this at interview).

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

Will Earp / Annie Purcell  
Youth Programmes Managers

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