



Element Society Job Description: NCS Team Leader

Title: NCS Team Leader	Reporting to: Element Youth Programmes Managers
Base: Element Society Youth Hub, Yorkshire House 66 Leopold Street, Sheffield, S1 2GZ	Salary: £1380 (includes £130 completion bonus).
<u>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.</u>	

Job Purpose:

To support the delivery of the National Citizen Service (NCS) programme through leading, 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 Team Leaders are essential to making this happen. As a Team Leader, you will be responsible for your team with the support of an Assistant Team Leader who will be working with you throughout the four weeks.

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 leading your 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/4 nights (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 and some workshops will be Team Leader led. In the evenings, you will be facilitating activities that young people find engaging and offer opportunities for them to engage with new people.

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 guide your team in planning and delivering 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.



Key Roles and Responsibilities:

Welfare:

- To ensure the health and safety and safeguarding of young people is upheld, reporting any concerns / incidents to the Wave Leader / Element Office within 48hours.
- Lead a 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 and first port of call for any queries or concerns.
- To ensure group harmony and dynamics, tackling any problems and to support conflict resolution.
- To administer basic First Aid, where required, in line with the training provided.
- To take action and challenge inappropriate behaviour (procedures for this will be covered during training).

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.

Delivery:

- To provide support and team leadership for the young people, facilitating and leading on their day/night activities.
- To ensure all paperwork, registers and additional requests are completed promptly and within set time scales.
- 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 implement, support and manage behaviour of participants on programme and ensure a diverse and inclusive team mentality.
- To ensure that you facilitate daily Guided Reflection, and ensure your group share their NCS experiences.
- To facilitate the planning and delivery of successful Social Action Projects, in consultation with the local communities, with support from core Element staff.
- To ensure any fundraising or campaigning is done in accordance with appropriate licences and all money donated is given to the intended charity (supported by core Element staff).

General:

- To guide an Assistant Team Leader in their professional development and provide opportunities for them to gain valuable skills through delivery of certain activities.
- 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 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 an Emergency First Aid at Work course (funded by Element Society).
- To successfully complete the National Citizen Service online training modules by set date.



Person Specification:

Skills & experience required for the post:	Essential	Desirable
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 knowledge of the NCS programme and what it consists of.		
Prior experience of the NCS programme and what it consists of.		
Personal Qualities:	Essential	Desirable
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.		
Tolerance and patience.		
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 th February	N/A
Interviews	W/C 4 th March 2019 & W/C 11 th March 2019	Element Society Youth Hub
Training & Assessment Weekend	13 th – 14 th April 2019	Element Society Youth Hub
WAVE DATES 2019		
WAVE 1	1 ST July – 26 th July	
WAVE 2	15 th July – 9 th August	
WAVE 3	29 th July – 23 rd August	
WAVE 4	5 th August – 30 th 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

Element Society
Yorkshire House 66 Leopold Street, Sheffield, S1 2GZ
Email: ncs@elementsociety.co.uk
Tel: 0114 2999 211
<http://www.elementsociety.co.uk/jobs/>