



Groundwork in Cheshire, Lancashire and Merseyside.

NCS Assistant Manager

Salary: £20,964 - £22,575

Based: Wigan*

36.25 hours per week

Temporary 12 month contract - Maternity Cover

* Travel to other locations may be required for meetings and delivery



BECOME A MENTOR, SOUNDING BOARD AND ROLE MODEL (IN ONE FELL SWOOP)

We are recruiting an NCS Assistant Manager to help us deliver this amazing programme in the Wigan area.

NCS is a government funded project for 15-17 year olds which allows them to discover who they are and what they can do. You must be proactive, flexible and someone who would be a positive role model to young people. As NCS Assistant Manager you will be involved in delivering successful NCS programmes. You will also work with a variety of stakeholders including parents, schools, providers, venues and managing partners.

We are looking for someone who is enthusiastic and confident and able to engage large groups of diverse young people in a variety of settings both before and during delivery periods. You'll need to be adaptable and flexible and there will be requirements for continuous professional development including specific training to ensure contract compliance and performance.

N.B. This position is subject to an enhanced DBS check.

Applicants must be 18 plus due to residential requirements.

How To Apply

To request an application pack, email: recruitment.clm@groundwork.org.uk or telephone 01942 821 444.

Alternatively, please visit the Careers section of our website: www.groundwork.org.uk and download, complete and return a Job Application and Equal Opportunities Monitoring Form. Please email your completed forms to recruitment.clm@groundwork.org.uk or send by post to Groundwork, 74-80 Hallgate, Wigan, WN1 1HP.

CLOSING DATE: 31.08.20 INTERVIEW DATES: 07.09.20 - 08.09.20



Job Description & Person Specification

Job Title:	NCS Assistant Manager
Service:	Employment & Skills
Hours of work:	Full time - 36.25 hours per week
Pattern of work:	9.00 am to 5.00 pm basic working hours. The postholder is also required to work some evenings, weekend and take part in residential weeks. (includes 45 mins for unpaid lunch break) Flexible start and finish times to be agreed with line manager
Office base:	Groundwork Cheshire, Lancashire & Merseyside, 74-80 Hallgate, Wigan, WN1 1HP
Work locations:	Travel to other locations when required for meetings and delivery
Salary:	Full time £20,964-£22,575 per annum (Scale 6) Plus Residential Increment £150 per residential
Reporting to:	NCS Programme Manager
Responsible for:	Seasonal Staff over the delivery period NCS Programme support
Type of Contract:	Temporary 12 month contract- Maternity cover
Benefits	Aviva Auto Enrolment Pension Scheme Annual Holidays - 25 days + 1 additional day for Christmas Closure + Public Holidays (x8) - pro rata for part time staff Flexible working arrangements, depending on the needs of the role Employee Assistance Programme Regular supervision and support

Background

Groundwork Cheshire, Lancashire and Merseyside delivers the National Citizen Service (NCS) within our employment and skills department.

The National Citizen Service is a government funded project for 15-17year olds which allows them to discover who they are and what they can do over a fun filled three to four week programme. This is a chance for young people to explore, be inspired and find their passion, over 500,000 young people have already taken part in this project since it began. As part of the programme young people complete four phases specifically designed to provide them with new experiences. Across their NCS journey they will complete residentials and come away with a host of new skills and bags of confidence. During their social action phase of the programme, they are given the chance to fund-raise and make an impact in their local area.

Groundwork's charitable mission is to build sustainable communities that are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper. This role will aim to inspire individuals to fulfil their potential by providing supportive, enjoyable, disciplined and quality focused experiences. All our programmes ultimately develop resilience and promote lifelong learning, whilst ensuring we create a positive impact in local communities.

For more information about the organisation, service or project please see:

SCOPE OF THE ROLE

The role of the NCS Assistant Manager is to deliver successful NCS programmes across multiple areas. The individual will work with a variety of stakeholders including parents, schools, providers, venues and managing partners.

The NCS Assistant Manager must be enthusiastic and confident and able to engage large amounts of diverse young people in a variety of settings before and during delivery periods.

Individuals should be adaptable and flexible to allow them to meet the targets of the organisation and NCS contract. There will be requirements for continuous professional development including specific training to ensure contract compliance and performance.

MAIN DUTIES & RESPONSIBILITIES

1. Co-ordinate and organise seasonal NCS programme delivery, booking sessions, recruiting casual staff and organising venues/accommodation.
2. To manage programme delivery, providing assistance and support to ensure we deliver excellent programmes.
3. Liaise with community organisations, agencies and partners to plan, prepare and supervise appropriate social action projects including local youth board.
4. Provide leadership and guidance to the participants, taking responsibility for their health, safety and welfare including appropriate disciplinary procedure.
5. To be the first point of contact for participants, parents, staff and providers pre and during programme, including supporting programme manager with on call duties.
6. To monitor all Health and Safety practices / Risk Assessments for NCS delivery ensuring that safe and effective work practice takes place at all times
7. Lead on the delivery of NCS programmes by overseeing seasonal staff and young people. This will include evening, weekend and overnight residential.
8. Oversee administrative duties ensuring monitoring processes relating to NCS are recorded consistently and accurately on salesforce in order to promote a positive customer journey for the young people and parent/guardian.
9. Work alongside the NCS Programme Manager to recruit seasonal staff and deliver staff training to ensure a safe and structured NCS programme.
10. To deliver presentations to staff, partners and funders including organisation of the graduation.
11. Other such duties as necessary for the maintenance and development of Groundwork Employment & Skills Programmes, as directed by the line manager.

ORGANISATIONAL RESPONSIBILITIES

1. Investors in People - Groundwork Cheshire Lancashire & Merseyside is committed to maintaining its Investor in People (IIP) status and you are expected to support the ongoing development of IIP.
2. Health & Safety - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
3. Equal Opportunities & Diversity - Groundwork Cheshire Lancashire & Merseyside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
4. Data Protection - Groundwork Cheshire Lancashire & Merseyside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.
5. Personal Development - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
6. Corporate Training - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

Note:

This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed. Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time. Should the duties change significantly, the post and salary level will be fully reviewed.

PERSON SPECIFICATION

Assessment Key:

A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E) Desirable (D)		Assessment Method
Education, Training & Qualifications			
A level 3 or above qualification in youth work, teaching, coaching or relevant area	E		A
5 GCSE Grade A*- C, 9-4 or equivalent, including English and Maths	E		A
Management / Supervisory Qualification Level 3		D	A
AET(Award in Education & Training) or PTLLS Level 3 or above (CTLLS, DTLLS, PGCE, CertEd or equivalent		D	A
First Aid at work qualified		D	A
Safeguarding qualification Level 2 or above		D	A
NCS Training or willingness to undertake	E		A
Critical Incident Training		D	A
Experience			
Previous experience in youth work, teaching or coaching	E		A,I
Proven experience of leadership, preferably leading staff teams, young people and / or volunteers.	E		A,I
Experience of planning, delivering and evaluating activities	E		A,I,P
Experience of meeting key performance indicators (KPI)	E		A,I
Experience of building positive relationships with young people and parent/guardians	E		A,I
Experience of recruiting young people onto programmes		D	A
Practical experience of designing and delivering presentations	E		A,I,P
Knowledge			
An understanding of the NCS programme and ethos	E		A,I
An understanding of Groundwork as an organisation	E		A,I
Be able to understand how to successfully engage young people	E		A,I
Be able to show an understanding of diverse needs of individuals	E		A,I
An awareness of the local area and local referral agencies		D	A,I

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Skills and Abilities			
Excellent and versatile communication skills	E		A,I,P
Excellent organisation abilities with close attention to detail	E		A,I P
Ability to use your own initiative	E		A,I
A positive approach and attitude	E		A,I
Be able to prioritise a workload	E		A,I,E
Be able to work as part of a team and individually	E		A,I
Confident in delivering a presentation		D	A,I
Proven IT skills and administrative skills proficiency	E		A
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	E		A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	E		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	E		A
Willingness to attend departmental/trust meetings/training events as and when required.	E		A
Access to own transport in the course of your duties.	E		A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

Employee: (name in caps)	Employee: (signature)	Date: (signed)