

Groundwork Cheshire Lancashire & Merseyside (GCLM)
Job Description & Person Specification

Job Title:	NCS Assistant Team Leader
Service:	Employment & Skills
Hours of work:	Sessional <ul style="list-style-type: none"> • Staff training -TBC • Keep warm events – TBC • 4 night outdoor residential • 4 night home based residential (university halls) • Social action programme, 30-60 hours to be completed over a 1-2 week period • Graduation – TBC
Pattern of work:	Dates and Times to be agreed with manager. 3-4 week programmes starting between 29 th June and 27 th July.
Office base:	Groundwork Cheshire, Lancashire & Merseyside, 74-80 Hallgate, Wigan, WN1 1HP
Work locations:	Wigan, Leigh & St Helens (depending on programme allocated)
Salary:	£8 p/h or Minimum wage for 25+ Residential Payment of £400 each week
Reporting to:	NCS Assistant Manager
Responsible for:	Young People over summer period
Type of Contract:	Seasonal
Benefits	

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, with over 500,000 young people 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 fundraise and make an impact in their local area.

We strongly believe that delivering NCS fits into our vision and mission which states to provide a supportive, enjoyable, disciplined and quality focused experience. We aim to provide stimulating programmes that promote resilience and lifelong learning, and we can certainly say that NCS provides this.

For more information about the organisation, service or project please see www.groundwork.org.uk/sites/clm.

SCOPE OF THE ROLE

The role of the NCS Assistant Team Leader is to support with the delivery of the NCS programme through leading and encouraging a team of young people aged 15-17 throughout their 3-4 week programme.

Applicants must be enthusiastic, confident, adaptable, and have excellent organisation and communication skills to meet the targets of the organisation. The individual must be able to work flexible hours, which may include evenings and weekends, to meet the needs of their NCS team. Applicants will also be expected to attend staff training and graduation ceremony before and after the 3-4 week period.

MAIN DUTIES & RESPONSIBILITIES

1. To assist the Team Leader in the delivery of the NCS programme for a team of 16 young people, which includes residential work (staying away from home).
2. To assist the Team Leader in making effective decisions and setting programme learning objectives to meet both team and individual needs.
3. To build a positive relationship with participants, parents, staff and providers during the programme.
4. Provide leadership and guidance to the participants, taking responsibility for their health, safety and welfare including appropriate disciplinary procedure.
5. Facilitate the participants through the NCS programme to ensure that they complete each phase of the programme.
6. To work together in a team and support all members of staff.
7. To attend training events pre-programme, for example, Staff Training and Keep Warm events.
8. To assist the Team Leader in ensuring that all Health and Safety procedures / Risk Assessments / Safeguarding procedures are in place and effective.
9. Other such duties that are consistent with the main purpose of the job, as directed by the NCS 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 wherever practicable.
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 (requirements to carry out this role)

Assessment Key:

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

	Essential (E) Desirable (D)		Assessment Method
Education, Training & Qualifications			
Qualification in youth work, teaching, coaching or relevant area		D	A
5 GCSE Grade A*- C, 9-4 or equivalent, including English and Maths	E		A
Qualifications or Training that demonstrate personal development within this area of work	E		A
First Aid qualified		D	A
NCS Training or willingness to undertake	E		A,I
Critical Incident Training		D	A
Experience			
Previous experience in youth work, teaching or coaching		D	A,I
Experience of working directly with young people		D	A,I
Experience of helping to plan, deliver and evaluate activities		D	A,I,
Experience of building positive relationships with individuals	E		A,I
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		D	A,I
Be able to show an understanding of diverse needs of individuals		D	A,I
An awareness of the local area and local referral agencies		D	A,I
Skills and Abilities			
Excellent communication skills	E		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		E
Be able to work as part of a team and as an individual	E		A,I
Proven IT Skills Proficiency	E		
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 residential, 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.		D	A

Note to applicant:

Should you have any questions about the assessment methods, please do not hesitate to contact Human Resources 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)