



NCS Team Leader

Job Description 2022



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Groundwork SW Job Description

Job Title: NCS Team Leader

Reporting to: NCS Wave Leader

Location: Plymouth

Salary: Approx. £900 for the 10-day summer programme.

Background to National Citizen Service (NCS)

NCS exists to engage, unite, and empower young people, building their confidence so they can go out there and achieve their dreams, no matter where they are from or what their background is. The NCS Trust's ambition is clear - they want to give teenagers an opportunity to unleash their potential and build their self-belief, and get them prepped for life after school.

Vision: A country of connected, confident and caring citizens where everyone feels at home.

Mission: To inspire generations of citizens through a shared experience that develops character and bridges social divides.

Ambition: For NCS to become a normal part of growing up for all young citizens in the UK that impacts their lives beyond the programme.

The Team Leader Role Description

As a Team Leader you will be instrumental in creating a safe, positive and life-changing experience for a team of up to 16 young people throughout the programme, alongside one other Team Leader. You will support young people's development on the programme by providing pastoral care, delivering inclusive curriculum sessions and guiding them through social action or community-centred initiatives.

Responsibilities

- You will be responsible for pastoral care, safeguarding, and the overall development of a group of young people
- You will effectively manage behaviour and meet the personal development needs of young people with the support of the Wave Leader
- You will work collaboratively with your Wave Leader and liaise effectively with other staff on the programme, and Groundwork SW core NCS staff
- You will participate in and ensure active participation of all young people in activities while also adapting to any specific needs in your team
- You will deliver curriculum sessions in line with the NCS ethos including guided reflection



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- You will lead visits to community partners and charities and foster those relationships to deliver meaningful social action and/or community-centred initiatives
- You will actively support your team of young people to plan their social action project and/or community-centred initiative
- You will comply with the safeguarding policies of Groundwork SW to ensure a safe programme and adhere to health and safety, risk assessment, GDPR and incident procedures and policies

Person Specification

Essential

- Experience of leading and inspiring a team of young people in a safe and inclusive setting, which can be in a paid or voluntary role
- Experience of facilitating engaging, structured group sessions and activities
- Experience of working in high-pressure, complex settings
- Understanding of GDPR and dealing with sensitive data
- You will be capable of ensuring strict adherence to policies and procedures as laid out by Groundwork SW, specifically safeguarding, health and safety, risk assessment, and incident reporting
- A strong work ethic and solution-orientated mindset with an awareness of the bigger goal of social integration and cohesion
- An enthusiasm for activity planning and implementation ensuring accessibility for all

Beneficial

- Experience of effective behaviour management and meeting the personal development needs of young people
- Proven ability to lead guided activities based on set learning plans and curriculum
- The ability to tailor sessions to a wide range of learning-styles so that everyone can access the material and activities
- Experience of working on a residential programme
- An existing awareness of current socio-economic issues and trends which may affect young people in a post Covid-19 climate

Programme Dates

The summer programmes will run from 28th June to 8th July , and 8th to 19th August. This is a two-week programme. The first week is residential (4 nights and 5 days) and the second week takes place for 4 or 5 days in the local community.



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Terms of Service

As a Team Leader you will be required to work for the entire duration of the programme..

Training

As part of your work on the NCS programme you will be required to complete training with Groundwork SW. In addition, you will be required to complete online training as mandated by the NCS Trust. First Aid training will be provided where required.

Reasonable Adjustment

Groundwork SW will endeavour to provide reasonable adjustments at all stages of our NCS recruitment process for applicants with disabilities or health conditions in line with the Equality Act 2010.

Safer Recruitment Policy

As part of the Groundwork SW recruitment process, we will carry out stringent levels of vetting and checks to ensure a safe programme. This will involve mandatory references, proof of right to work and enhanced DBS certificate with children's barred list check. We will require two references for all staff, one of which must be a professional reference. Appropriate evidence will confirm your right to work in the UK. A new DBS check must be completed by all programme staff through a provider designated and paid for by Groundwork London.

You will also have to have full knowledge of and commitment to the safeguarding policies of Groundwork SW to ensure a safe and successful programme.

Equality and Diversity

Groundwork SW is an equal opportunity employer and values diversity.



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TO APPLY

There are two stages to apply:

1. Register with the NCS Trust by completing a short webform. In the form, you will be asked, "Ideally, where would you like to work?" You will have the option to select either location or provider. Select **I want to work for a specific provider** and **Groundwork - SW** as the provider if you're passionate about transforming the lives of young people in some of the UK's most disadvantaged communities and creating a future where every neighbourhood is vibrant and green.

[REGISTER WITH THE NCS TRUST HERE](#)

2. Complete and submit the full Groundwork application form online.

[COMPLETE YOUR GROUNDWORK SW APPLICATION HERE](#)