



<u>Job Title:</u> <b>NCS Team Leader</b>		<u>Directorate:</u> <b>Huddersfield Giants Community Trust</b>	
<u>Responsible to:</u> <b>NCS Manager – Katy Stockdale</b>		<u>Division:</u> <b>NCS</b>	
<u>Responsible for:</u> <b>Delivery and support for young people.</b>		<u>Business Unit/Section:</u> <b>The Zone</b>	
<u>Overall Purpose of Job:</u> <b>To guide and mentor a team of 15 young people through the delivery of the agreed programme by overseeing and supporting, providing a quality, fun and developmental experience.</b>			
<u>Main Responsibilities:</u>			
<b>1</b>	<b>To lead an identified team through all phases of the programme.</b>		
<b>2</b>	<b>To have some knowledge of NCS.</b>		
<b>3</b>	<b>Ability to Inspire, Motivate and Empower a team of young people.</b>		
<b>4</b>	<b>To offer guidance and reflected learning opportunities to team members to ensure maximum development throughout the programme.</b>		
<b>5</b>	<b>To constantly listen to the needs of the young people, and report to the NCS Wave Leader assigned to your wave with any issues.</b>		
<b>6</b>	<b>To work alongside the Wave Leader and Assistant Wave Leader to deal with challenging behaviour and any additional support needed.</b>		
<b>7</b>	<b>Ability to offer differentiated learning to young people to allow individual needs to be met.</b>		
<b>8</b>	<b>Project planning experience.</b>		
<b>9</b>	<b>To demonstrate all NCS Core Components given by the NCS Manager and Wave Leader.</b>		
<b>10</b>	<b>To follow all policies and procedures provided by the NCS Manager and in some cases the Wave Leader.</b>		
<b>11</b>	<b>To continue to act as a mentor throughout the alumni programme, as appropriate.</b>		
<b>12</b>	<b>Ownership- Ability to take ownership of tasked responsibility.</b>		
<b>13</b>	<b>Good safeguarding knowledge, and appropriate experience to deliver in setting.</b>		
<b>14</b>	<b>Ability to use own initiative.</b>		
<b>15</b>	<b>To ensure all logistics and administration tasks are complete to a high standard in accordance to HGCT and NCS 2020 compliance strategy and procedures.</b>		



### **Other Duties;**

- You will be required to work 2 four-night-five-day residential, during which you will be expected to undertake night duty on a rota basis, and one 37.5-hour social action planning week.
- To make sure that you read, are familiar with, and follow all HGCT policies and procedures and to read and accept key HGCT and EFLT policies.
- To act as an ambassador for HGCT, upholding and promoting our corporate values.
- To undertake any other duties which can be reasonably expected of you within the level of your job.
- This post will involve overnight stays and it will also involve some evening and weekend working

### **Qualifications**

#### **Essential criteria:**

- First Aid Qualification or availability to attend a course
- Basic Safeguarding Certification or ability to attend training
- Substantial experience of working directly with young people from a wide variety of backgrounds.
- Experience of planning, delivery and evaluation of activities for and with young people
- Experience of working in a residential setting with young people from a wide variety of backgrounds
- Experience and understanding of Health and Safety, Safeguarding and data handling practices
- Knowledge of the NCS programme
- Ability to communicate effectively at all levels, orally and in writing
- Ability to work on your own initiative to an agreed action plan
- Ability to organise your own work routines effectively with a minimum of supervision and support
- Ability to handle sensitive and confidential issues with tact and diplomacy
- An awareness and understanding of Equality & Diversity issues
- Punctual and reliable to ensure professional service
- Creative and flexible and able to work well with others in a team
- Commitment to personal and professional development
- Able to work within a flexible timetable and to commit to at least one 4-week programme.



### **Desirable criteria:**

- Professional qualification in a relevant discipline e.g. Youth and Community Work, Social Work, Education, Counselling, Health, or Sports
- Qualification or experience in Youth Mental First Aid
- Managerial experience and qualifications
- Experience and understanding of the issues affecting young people at risk of social exclusion/offending
- Experience of youth-led programme development and participative techniques
- Working knowledge of alcohol, drugs and their effects
- Ability to promote equality, diversity, rights and responsibilities of individuals
- A full UK driving licence and access to a car for work purposes
- Experience of dealing with conflict and challenging behaviour

### **Additional Information**

**Payment:** Earn up to £1677.00

**Accommodation, meals and transport:** Provided for residential weeks one and two

**Level of DBS Disclosure required:** Enhanced

**Reports to:** NCS Wave Leader

**Training:** You will also be required to attend 3days full training and complete an online training course, (residential).

26<sup>th</sup>- 28<sup>th</sup> of May @ Storthes Hall Park, Storthes Hall Ln, Kirkburton, Huddersfield HD8 OWA

***Issue date: 10/01/2020***

### ***Note:***

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.