

Job Title: NCS Wave Leader		Directorate: Huddersfield Giants Community Trust
Responsible to: NCS Manager		Division: The Zone
Responsible for: Delivery and support for young people.		Business Unit/Section: Huddersfield Giants Community Trust
Overall Purpose of Job: Management of multiple NCS phases throughout NCS summer 2020 delivery. Leading all staff and young people through the NCS programme.		
Main Responsibilities:		
1	Management of seasonal staffing teams	
2	Responsibility of staffing rotas, allocated breaks and night duty.	
3	Responsibility of all disciplinary procedures.	
4	Responsibility to report to NCS manager daily.	
5	Duty to follow all policies and procedures in line with HGCT and to make sure all staff are acting in line of NCS policies and procedures.	
6	Assist the NCS Manager to ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect NCS participants and staff.	
7	Responsibility to ensure all young people gain development, and experience a positive NCS journey.	
8	Ensure all activities run to curriculums set, effectively and on time.	
9	Responsibility to embed NCS Core components into your programme.	
10	Responsibility to ensure retention remains high throughout programme.	
11	Responsibility to ensure all logistics i.e. registers, surveys and reporting documents are kept up to date and presented back to administration to a high standard.	
12	Ensure arrival and departures of all young people are managed safely. The responsibility to see all young people safely off site at the end of every week.	
13	Responsibility to ensure all finances are audited and relevant information such as receipts are presented accurately back to HGCT on completion of program.	
14	Responsibility to keep all equipment in its respectable presented form by HGCT NCS department, this includes kit box, food stored at P2 site, and any electrical items.	

Other Duties;

- You will be required to work 2 four-night-five-day residentials, 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 of supporting a staff team.
- 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 £1688.00

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

Level of DBS Disclosure required: Enhanced

Reports to: NCS Manager

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

26th- 28th of May @ Storthes hall park, Storthes Hall Ln, Kirkburton, Huddersfield HD8 0WA

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.