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**Oldham Athletic Community Trust**

**NCS Assistant Team Leader Summer 2022**

**Job Description:**

An exciting opportunity has arisen for a **professional, dedicated** and **inclusive** candidate to work on our National Citizen Service (NCS) programme as an Assistant Team Leader. NCS is a once in a lifetime unique opportunity for 16-17 year olds. NCS helps young people to develop key skills for work and life; they will be introduced to new challenges, working in a team where they’ll meet new people and create lifelong friendships.

The NCS Assistant Team Leader will support the Team Leader to guide and inspire a team of up to sixteen young people. You will assist the group to overcome adrenaline-fuelled challenges, learn skills for work and life and successfully plan their social action projects, ensuring guided reflection takes place at all stages. You will be responsible for supporting and motivating participants throughout their NCS journey to ensure they are listened to and encouraged in their development.

This role may be suitable for individuals who have experience working with young people, or with the desire to learn, and who want to develop themselves and others in a fun and challenging environment. Familiarity with the NCS programme is advantageous but not essential.

**Job Type:** Temporary/Casual

**Salary:** up to £872 incl. training days (age-dependent)

**Reporting to:** NCS Manager/Wave Leader

**Programme Dates:**

We have one NCS programme running this summer over a 2-week period, between 15th- 26th August. Should you be successful, you must be available to work for a full programme and attendance at two mandatory paid training days (TBC but expected to be Monday 30th - Tuesday 31st May).

**The NCS Programme:**

**Week One: Be Epic & Live Life** (Residential 15th – 19th August): During week one of the programme, young people will take part in team-building activities, challenging themselves and their teammates. They will then take part in workshops and project-based work to develop skills for life and work, in addition to beginning to plan their social action project. Week One will be based at a central venue in Oldham.

**Week Two: Do Good** (Non-Residential 22nd – 26th August): During week two of the programme, the young people will utilise all the skills they have learnt from the first week to plan and deliver their social action project to benefit their local community. Week Two will be based in and around Oldham with a central base.

**Responsibilities and Duties:**

* Support the Team Leader to support and develop a group of up to sixteen young people through all four phases of the NCS programme, encouraging them to participate in all activities.
* Engage and motivate the participants, allowing young people to reflect on their experiences through guided reflection of their experiences.
* Take a lead on delivering some ice breaker or energiser activities using own skills and interests as appropriate, in addition to assisting or running evening activities on the residential.
* Support the Team Leader in health and safety, assessment of risk and safeguarding as directed by the Team Leader.
* Support the Team Leader to provide and maintain management information to inform effective planning, feedback and evaluation of all phases of the programme.
* Undertake NCS training commensurate with the responsibilities of the role.
* Attend ‘Keep Warm’ events in the weeks leading up to the programme to meet the young people on your team and support their retention onto the programme.
* Support the development of participants’ social action projects.
* To adhere to the policies and procedures of Oldham Athletic Community Trust, including safeguarding, health and safety and financial regulations.
* To complete other tasks, as directed by the Wave Leader that support young people to complete the NCS programme.

**Person specification:**

**Essential:**

* Passion and enjoyment for working with young people, particularly aged 16-17.
* Enthusiastic and energetic, with the ability to motivate and relate to young people.
* Excellent teamwork skills to build relationship of trust with NCS Staff Team and participants.
* Good communication skills to successfully lead or support activities.
* Ability to build rapport quickly with young people from a variety of backgrounds.

**Desirable:**

* Previous experience of working or volunteering with young people.
* Experience working in a fast-paced, dynamic environment.
* Previous knowledge/experience of the NCS programme, including as a participant.
* Ability to use initiative to solve problems and handle challenging situations.
* Current first aid qualification and DBS Check\*

**Training and assessment:** Shortlisted candidates will be invited to an interview. If successful, offer of employment will be made subject to paid training and assessment being completed to a satisfactory standard. All staff (including internal and returning staff) must attend the full training.

**How to apply:** Due to potential high levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is midday on **Monday the 18th of April 2022**. Before applying for this role, please complete your details on the NCS website at <https://wearencs.com/work-with-us/on-programme> and select **I want to work for a specific provider** then enter **Oldham Athletic Community Trust – EFLT NW**. We will then be able to send you an application form to complete and return.

**Please note:** The post holder will require an enhanced Disclosure Barring Service check. \*Can be obtained upon acceptance of employment offer.

**Safer Recruitment:** Oldham Athletic Community Trust and Oldham Athletic is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.

**Equality & Diversity**: As we are a diverse community trust that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. OACT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.