

**Oldham Athletic Community Trust**

**NCS 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 a 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 Team Leader will lead, guide, inspire and be responsible for a team of up to sixteen young people. The team leader will assist the group to overcome adrenaline-fuelled challenges, learn skills for work and life and successfully plan their social action projects. You will be responsible for ensuring the safety and wellbeing of participants within your group, supporting 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 and 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 £950 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. 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. Week One will be based at YHA Trafford Hall in Chester, taking place over 4 nights and 5 days.

**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:**

• Guide 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.

• Empower young people to be confident in developing skills for work and life e.g. teamwork, communication and leadership skills.

• Lead the development and manage the behaviour of the group.

• Initiate and build positive relationships with young people based on mutual respect and trust.

• Lead guided reflection activities to support the learning of young people.

• To assist with the delivery of keep warm activities before programme delivery to maintain the interest of the young people.

• To keep effective records (including, registers, social action project reports, critical incident forms etc.) and ensure that they are returned to the Wave Leader.

• If an issue arises overnight, provide the Wave Leader with any unforeseen, yet necessary support. • To positively promote equal opportunities for all young people participating in NCS and activities.

• To establish a positive working relationship with other NCS staff and volunteers, acting as a Mentor to the relevant Assistant Team Leader.

• 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.
* Excellent communication skills to successfully lead a team.
* Experience working in a fast-paced, dynamic environment.
* Ability to build rapport quickly with young people from a variety of backgrounds, and to facilitate team-building activities to develop their rapport with each other.
* Self-motivated, with the ability to use initiative to handle challenging situations.

**Desirable:**

* Previous experience of working or volunteering with young people in a youth work or education setting.
* Previous knowledge/experience of the NCS programme.
* Current first aid qualification and DBS Check\*
* A youth work or teaching qualification.
* Experience of working with young people with disabilities and additional needs.
* Previous training in safeguarding and child protection.

**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 (DBS) 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.