



POWERED BY



## **Tigers Sport and Education Trust National Citizen Service (NCS) Job Description – Assistant Team Leader**

The National Citizen Service (NCS) is a national programme that brings together 15-17 year olds from different backgrounds and takes them through a programme of activities which builds their confidence and enables them to make a difference in their local community. It helps young people build skills for work and life, whilst taking on new challenges and meeting new people. More details can be obtained from [www.ncsyes.co.uk](http://www.ncsyes.co.uk)

### **Team Leader**

We are recruiting Team Leaders to lead teams of fifteen to seventeen year olds through our summer NCS programme. The applicant should be a passionate individual with experience working with groups of young people.

We are very proud of our strong reputation and have high expectations of all our staff and firmly believe that great team leaders are absolutely essential for the successful delivery of the NCS programme.

Team Leaders lead, inspire and develop their team of participants through the NCS programme, two weeks of which, will involve staying and working residentially. Team Leaders will support and lead the other staff allocated to their team (Team Assistant and Volunteers) to ensure the successful delivery of the NCS experience.

### **Duties**

The Assistant Team Leader will be a positive role model that will coach and motivate a team of up to 15 diverse young people, whilst assisting the Team Leader.

Your role will require you to support, stretch and maximize the learning for all the participants throughout the NCS Program. Great care and attention has been taken to develop an NCS curriculum model that harnesses the Tigers Trust experience of working with young people in a variety of settings; this unique curriculum has been successfully delivered over the last three years and meets all national guidelines for NCS.

We are looking for Assistant Team Leaders who can commit to working with their team of 15 young people, for the entire length of the program. Team leaders can choose one or more programs to lead.

### **Responsibilities of the Assistant Team Leader**

#### **The Assistant Team Leader will:**

- Assist in leading your group of young people through a structured programme of activities at each phase of the programme.
- Inspire and motivate the young people in your group to remain fully committed to the NCS program throughout.
- Be a positive role model at all times.
- Plan, prepare and facilitate the set Tigers Trust curriculum.
- Provide pastoral care, guided reflection and discipline of young people especially those within their team.
- Supervise young people on coach journeys.



POWERED BY



- Maintain contact with the young people in your group via textlocal.com or phone call prior to commencement of each session to ensure continued attendance & commitment of team members.
- Work alongside, guide and support other staff allocated to your team.
- Ensure the participants remain safe and adhere to Health and Safety guidelines, throughout the programme and during their social action project phase.
- Live with and support participants in residential activities in the residential aspects of the program. This will include supervision of evening activities and dorms.
- Liaise regularly with your program Manager to keep them informed of any issues and progress.
- Undertake monitoring and evaluation where required.
- Support and maintain contact, meet face to face and be available to support your team during the planning and delivery of the 'Social Action' project.

## About you

### **Candidates for the role of Team Leader must demonstrate the following skills and characteristics: Essential:**

- Successful candidates will have a minimum 1 years' experience in youth work, teaching, instructing or coaching
- Belief in young people and in helping them take more active roles in their communities.
- Experience working directly with teams of young people (either in voluntary or paid capacity), including some with challenging behaviour.
- Experience of facilitating small group discussions and reflecting on learning.
- Passion/interest in building stronger communities and seeing change in society.
- Well organised.
- Sound judgement and a responsible attitude.
- Rapport and empathy with young people.
- Interested in young people's personal development.
- Able to lead and work as part of a team.
- Strong interpersonal & communication skills.
- A sense of humour.

### **Beneficial:**

- Success in managing and motivating people in challenging environments.
- Experience of working in partnership with youth or diverse community organisations.
- Experience in a residential youth environment (e.g., youth camp, scout camp, boarding school etc.)
- Experience of Tigers Trust activity/ programmes.
- First Aid Qualification
- Additional skills such as Street Dance, Spray Art, Film, Media, Drama or Music



POWERED BY



## Working Hours and Pay

All programmes run Monday to Friday, the only exception if social action project are planned over a weekend, in this case you will be required to supervise.

If you were offered a position you would be required to work one option below:

### Wave 1

- Away Residential W/C 26/6/17 – 30/6/17 (Howarth YHA / Hawes YHA)
- Home Residential W/C 03/7/17 – 07/7/17 (The Lawns, Hull University)
- Volunteering weeks W/C 10/7/17 – 21/7/17 (Learning Zone 1, KCOM Stadium)

### Wave 2

- Away Residential W/C 03/7/17 – 07/7/17 (Hawkshead YHA)
- Home Residential W/C 10/7/17 – 14/7/17 (The Lawns, Hull University)
- Volunteering weeks W/C 17/7/17 – 28/8/17 (Learning Zone 1, KCOM Stadium)

### Wave 3

- Away Residential W/C 17/7/17 – 21/7/17 (Castleton YHA)
- Home Residential W/C 24/7/17 – 28/7/17 (The Lawns, Hull University)
- Volunteering weeks W/C 31/7/17 – 04/8/17 (Learning Zone 1, KCOM Stadium)

### Wave 4

- Away Residential W/C 24/7/17 – 28/7/17 (Castleton YHA)
- Home Residential W/C 31/7/17 – 04/8/17 (The Lawns, Hull University)
- Volunteering weeks W/C 07/8/17 – 18/8/17 (Learning Zone 1, KCOM Stadium)

### Wave 5

- Away Residential W/C 07/8/17 – 11/8/17 (Ravenstor YHA / Eyam YHA)
- Home Residential W/C 14/8/17 – 18/8/17 (The Lawns, Hull University)
- Volunteering weeks W/C 21/8/17 – 01/9/17 (Learning Zone 1, KCOM Stadium)

**Team Leaders will be expected to attend a compulsory 3 day residential training programme that will be held on a weekend in April/May. There will also be a requirement to attend and work at 1 keep warm event the month prior to the residential. In addition you will be expected to assist with the delivery of the Graduation ceremony which will be scheduled for the 29th September, this will be for approximately 4 hours.**

## Payment

The payment will be calculated as follows:

- Training payment £150 for the residential training and all Keep Warm, Induction activities and graduation to be paid at £7.50

Phase 1 £395, Phase 2 £395, Phase 3 £7.50/hour up to 30 hours, Phase 4 £7.50/hour up to 30 hours totalling £1,420 (gross).

**The payment will be made at the end of your contract on evidence of your successful completion of the project.**

- Basic Rate income tax and NI will be deducted from the final amount
- You will be paid through pay roll (PAYE) unless you are able to provide evidence that you are self-employed and able to make your own Tax & NI contributions.



POWERED BY



- If you are already in a school/organisation based role and you have agreed with them that you can be seconded/released to be able to take on the role as set out above then we will pay the school/organisation directly on submission of an invoice. You will need to negotiate any honorarium or additional days' pay with your school or employer prior to applying.

Please note the post is subject to an enhance CRB check and validation of references  
To apply please request an application form and return along with your CV, to:

Matt Conway

Tigers Trust,

Airco Arena,

West Park,

Walton Street,

Hull, HU3 6GA

Or alternatively email to: [matt.conway@tigerstrust.co.uk](mailto:matt.conway@tigerstrust.co.uk)

Closing date 10<sup>th</sup> February 2017