



POWERED BY



## **Tigers Sport and Education Trust National Citizen Service (NCS) Job Description – 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 these young people build skills for work and life, whilst taking on new challenges and meeting new people. More details can be obtained from [www.ncsy.es.co.uk](http://www.ncsy.es.co.uk)

### **Team Leader**

The Tigers Sport and Education Trust is recruiting Team Leaders to lead teams of 15-17-year olds through its summer NCS programme. The applicant should be a passionate individual with experience of working with groups of young people.

The Trust is very proud of its strong reputation and has high expectations of all its staff and firmly believes that excellent Team Leaders are essential for the successful delivery of its 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 (Assistant Team Leaders and Volunteers) to ensure the successful delivery of the NCS experience.

### **Duties**

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

The role will require you to support, stretch and maximise the learning for all the participants throughout the NCS Programme. Great care and attention have been taken to develop an NCS curriculum model that harnesses the Tigers Trust's 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.

The Trust is looking for Team Leaders who can commit to working with their team of 15 young people, for the entire length of the programme.

## **Responsibilities of the Team Leader**

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

- Lead a group of young people through a structured programme of activities at each phase of the NCS programme.
- Inspire and motivate the young people in the group to remain fully committed to the NCS programme 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.
- Maintain contact with the young people in the group via textlocal.com or a phone call prior to commencement of each session to ensure continued attendance and commitment of team members.
- Work alongside, guide and support other staff allocated to the 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 programme. This will include supervision of evening activities and dorms.
- Complete all administrative paperwork and monetary requirements relating to the programme to the set deadlines and criteria.
- Liaise regularly with the NCS Programme 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 the 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:

- A minimum of two years' experience in youth work, teaching, instructing or coaching.
- A belief in young people and in helping them take more active roles in their communities.
- Experience of working directly with teams of young people, (either in a voluntary or paid capacity), including some with challenging behaviour.
- Experience of facilitating small group discussions and reflecting on learning.
- A passion/interest in building stronger communities and seeing change in society.
- Being well organised.
- Sound judgement and a responsible attitude.
- Having a rapport and empathy with young people.
- Interested in young people's personal development.
- An ability to lead and work as part of a team.
- Strong interpersonal and 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 activities / programmes.
- Valid First Aid and Safeguarding certificates.
- Additional skills such as Street Dance, Spray Art, Film, Media, Drama or Music.

## Working Hours and Pay

All programmes run Monday to Friday, the only exception being if social action projects are planned over a weekend, in which 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 17/06/19 – 21/06/19 (Patterdale YHA / Buttermere YHA)
- Home Residential W/C 24/06/19 – 28/06/19 (The University of Hull)
- Volunteering weeks W/C 01/07/19 – 12/07/19 (TBC)

Wave 2

- Away Residential W/C 24/06/19 – 28/06/19 (Hawkshead YHA)
- Home Residential W/C 01/07/19 – 05/07/19 (The University of Hull)
- Volunteering weeks W/C 08/07/19 – 19/07/19 (TBC)

Wave 3

- Away Residential W/C 15/07/19 – 19/07/19 (Edale YHA / Eyam YHA)
- Home Residential W/C 22/07/19 – 26/07/19 (The University of Hull)
- Volunteering weeks W/C 29/07/19 – 09/08/19 (TBC)

Wave 4

- Away Residential W/C 29/07/19 – 02/08/19 (Norfolk Lakes Activity Centre)
- Home Residential W/C 05/08/19 – 09/08/19 (The University of Hull)
- Volunteering weeks W/C 12/08/19 – 23/08/19 (TBC)

**Staff will be expected to attend three days of compulsory residential and programme training, which will be held on the weekend of 11<sup>th</sup> and 12<sup>th</sup> May, plus one day TBC. These will be held on a in the weekend commencing 11<sup>th</sup> May. There will also be a requirement to attend and work at one Keep Warm event the month prior to the residential. In addition, you will be expected to complete five online work modules and assist with the delivery of the Graduation Ceremony, scheduled for Friday, 27<sup>th</sup> September, which will be for approximately four hours.**

### **Payment**

Payment will be based on the candidate's experience and job role and will be between £1,200 - £1,650 per Wave worked.

**This payment will be made at the end of the Contract on evidence of the candidate's successful completion of the project.**

- Basic Rate Income Tax and NI will be deducted from the final amount.
- Payment will be made through payroll (PAYE) unless a candidate is able to provide evidence that they are self-employed and able to make their own Tax and NI contributions.
- If a candidate is already in a school/organisation-based role and has agreed with their Employer that they can be seconded/released to be able to take on the role as set out above, then the Trust will pay the school/organisation directly on submission of an invoice. A candidate may need to negotiate any Honorarium or additional days' pay with their school or employer prior to applying.

Please note the post is subject to an enhanced DBS check and validation of references.

To apply please request an application form and return, along with an updated CV, to:

Mr Chris Bloede  
NCS Project Lead Officer  
Tigers Trust  
Airco Arena  
West Park  
Walton Street  
HULL  
HU3 6GA

Or, alternatively Email to: [chris.bloede@tigerstrust.co.uk](mailto:chris.bloede@tigerstrust.co.uk)

Closing date: **Sunday, 31<sup>st</sup> March** 2019