

# VACANCY APPLICATION PACK



## Team Leader for NCS (National Citizen Service) – Summer 2018

We are recruiting Assistant Team Leaders to lead teams of 15 young people aged 15-17 years 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 assistant team leaders are essential for the successful delivery of the NCS programme. Assistant Team Leaders help to lead, inspire, educate and engage their team of participants through the NCS programme. The programme lasts for four weeks; the first two weeks will involve staying and working residentially. Assistant Team Leaders will support Team leaders to ensure the successful delivery of the NCS experience.

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)



# APPLICATION PACK

Burton Albion Community Trust's Mission Statement:

*'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'*

The mission is underpinned by our four Strategic Aims & seven Core Values:

## Strategic Aims

- Deliver high quality
- Create a positive journey
- To measure and evidence impact
- Govern and lead effectively

## Core Values

**Empathy** - The organisation will constantly be aware, will seek to understand, and always support each other and those who we serve.

**Determination** - The organisation is determined to INSPIRE, ENGAGE, EDUCATE one another and the wider community.

**Innovation** - The organisation will always be proactive and seek new methods to ensure high quality services.

**Pride & Passion** - The organisation is proud to serve the community and is passionate about improving people's lives.

**Professionalism** - The organisation will lead by example to ensure the highest possible standards are demonstrated and maintained.

**Respect** - The organisation will recognise and admire the qualities and differences of every person, ensuring they are treated equally and with the utmost consideration.

**Integrity** - The organisation will always be open, truthful and honest in everything we do.



Through our mission statement, strategic aims and values **WE WILL:**

- Raise aspirations
- Bring communities together
- Raise educational attainment
- Create and affinity with Burton Albion FC
- Improve physical and mental wellbeing
- Develop healthier and safer communities
- Develop better players, coaches and volunteers

Burton Albion Community Trust programmes are delivered under five strands:

- Health & Wellbeing
- Education & Learning
- School Sport
- Football Development
- Inclusive Sport





## JOB DESCRIPTION

<b>Job Title:</b> Team Leader for NCS	<b>Salary:</b> Seasonal Contract – 4 weeks £1200.00 (£1250.00 for returning Team Leaders)
<b>Reports to:</b> NCS Coordinator and NCS Project Manager	<b>Hours:</b> 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.
<b>Role Purpose:</b> <p>The Team Leader will be a positive role model that will coach and motivate a team of up to 15 diverse young people. Your role will require you to support, stretch and maximize the learning for all the participants throughout the NCS Programme. 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 programme. If you were offered a position you would be required to work one option below:</p> <p><u>Wave 1</u> ·          Away Residential W/C 02/07/17 – 06/07/17 (PGL Boreatton Park)          Home Residential W/C 09/07/17 – 13/07/17 (Abbots Bromley School)          Social Action Weeks W/C 16/07/17 – 27/07/17 (Burton or Uttoxeter)</p> <p><u>Wave 2</u> ·          Away Residential W/C 16/07/17 – 20/07/17 (PGL Boreatton Park)          Home Residential W/C 23/07/17 – 27/07/17 (Abbots Bromley School)          Social Action Weeks W/C 30/07/17 – 10/08/17 (Burton or Uttoxeter)</p> <p><u>Wave 3</u> ·          Away Residential W/C 30/07/17 – 03/08/17 (PGL Boreatton Park)          Home Residential W/C 06/08/17 – 10/08/17 (TBC)          Social Action Weeks W/C 13/08/17 – 24/08/17 (Burton or Uttoxeter)</p> <p>Team Leaders will be expected to attend a compulsory three day training programme that will be held on weekends in May/June. There will also be a requirement to attend and work at one keep warm event per 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 around three/four weeks after completion this will be for approximately four hours.</p>	
<b>Roles &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Actively attend the Keep warm and Parent Information evenings as requested by the NCS Team Leader.</li> <li>• Lead your group of young people through a structured programme of activities at each phase of the programme.</li> <li>• Support the team with shared night duty responsibilities.</li> <li>• Inspire and motivate the young people in your group to remain fully committed to the NCS program throughout.</li> <li>• Be a positive role model to young people.</li> </ul>	



- Provide pastoral care, guided reflection and discipline of young people especially those within your team.
- Deliver guided reflection sessions with your team of young people.
- Supervise young people on coach journeys.
- Provide first aid to young people when required and complete relevant paperwork.
- Safeguarding of young people is paramount and you must report any issues to the Safeguarding officer.
- Report any concerns/ incidents to your NCS Team Leader/Coordinator as soon as possible.
- Help keep your team on task and punctual to each and all activities.
- Work alongside, guide and support Assistant Team Leaders and volunteers 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.
- Complete the incident report form within 48 hours of any incident taking place.
- Be proactive and decisive.
- Responsibility of monitoring attendance and registering young people.
- Responsibility to ensure all Risk Assessment have been completed.
- 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 your NCS Team Leader/Coordinator to keep them informed of any issues and progress.
- Undertake monitoring and evaluation were 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
- When dealing with customers, clients or general public uphold high standards of customer care and attention at all times, promoting the image of Burton Albion Football Club and Community Trust.
- Take overall responsibility for Kit Bags and equipment you are issued.

#### **General:**

This 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

All employees may be required to undertake any other duties as may be responsibly requested.

**Equality Code of Practice** - Burton Albion Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook

**Safeguarding Statement** - Burton Albion Community Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please note the post is subject to an enhanced DBS check and the successful completion of National Citizen Service (NCS) training.



<b>PERSON SPECIFICATION</b>		
<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Current Safeguarding Certificate.		*
Current First Aid Certificate.		*
Full Driving License.		*
D1 licence/Staffordshire County Council Minibus Assessment.		*
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Must be over 18 years of age to apply for this role.	*	
Successful candidates will have 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.	*	
Sound judgement and a responsible attitude.	*	
Ability to have rapport and empathy with young people.	*	
Knowledge of the NCS programme.		*
Experience of working for a charity or community organisation.		*
Experience of working evenings and weekends in a fast-paced environment.		*
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.)		*
<b>Skills and Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Passion/interest in building stronger communities and seeing change in society.	*	
Well organised.	*	
Sound judgement and a responsible attitude.	*	
Ability to have 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.	*	
Success in managing and motivating people in challenging environments.		*
Additional skills such as Street Dance, Spray Art, Film, Media, Drama or Music.		*
<b>Equality &amp; Inclusivity</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	*	



## APPLICATIONS

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:  
[bactvacancies@burtonalbionct.org](mailto:bactvacancies@burtonalbionct.org)

Or via post to:

Community Administrator, Burton Albion Community Trust  
Pirelli Stadium  
Princess Way  
Burton on Trent  
Staffordshire  
DE13 0AR

Closing date for applications: Monday 5<sup>th</sup> February (Round one)

Interviews:

Please note if you do not receive an invitation for interview by Friday 16<sup>th</sup> February please assume that your application has not been successful on this occasion.



INVESTORS  
IN PEOPLE

