

# VACANCY APPLICATION PACK



## NCS Team Leader & Assistant Team Leader

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'***



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The mission is underpinned by our three Strategic Aims:

- To Deliver high quality
- To Create Experiences
- To Make a Difference

We will always:

- **Be Inspiring**
  - Through a passion for Burton Albion and our local community
- **Be Engaging**
  - Through understanding our communities and delivering targeted projects and programmes
- **Be Educating**
  - Helping realise full potential in individuals and our communities

Our Impact on the Community will be through the following areas of work:

- **Health & Wellbeing**
- **School Sport**
- **Education & Employability**
- **Community Engagement**
- **Burton Albion Facilities**

Our Outcomes will be to:

- Develop healthier and happier communities
- Create safer and more cohesive communities
- Empower our communities to help fulfil potential and opportunity



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## JOB DESCRIPTION

<b>Job Title:</b> NCS Team Leader & NCS Assistant Team Leader	<b>Salary:</b>
<b>Contracted Hours:</b> Monday-Friday 2 weeks	<b>Contract Type:</b> Temporary
<p>Burton Albion has a long history of being a community focused club, since it's humble beginnings in 2010 Burton Albion Community Trust has always been about making a difference. The heartbeat of this difference are the people who bring our projects, programmes and activities to life. Our people are our strength, they are engaging, they act with empathy and kindness, they are proud of the work they do and work hard to inspire each other and those we work with, our people are willing to learn and have desire to be educating.</p> <p>If you think you have what it takes to be Engaging, Inspiring and Educating we can't wait to read your application.</p> <p><b>Role Purpose:</b></p> <p>Burton Albion Community Trust (BACT) is the independent charitable arm of Burton Albion FC and is looking to recruit multiple Team Leaders or Assistant Team Leaders on our NCS programme. The successful candidates will support the Education and Employability team to successfully deliver the summer NCS programme.</p> <p>Experience of working in a youth development/community engagement environment or previous participation in NCS is desirable as the successful candidates will lead/support a team of up to 16 participants through the NCS programme.</p> <p>This position requires flexibility as the role may require occasional evening and weekend work.</p> <p><b>Roles and Responsibilities</b></p> <p>The Team Leader is an integral part of the NCS staff team, leading from the front and setting high standards for both the Assistant Team Leader and young people.</p> <p>As a Team Leader you will be expected to lead a team of 16 young people aged between 15-17 years through a fast paced and demanding programme. You will act as the young person's role model and mentor to push and motivate each team member to reach their full potential and get the most out of the NCS programme and its key quality framework.</p>	



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This rewarding, yet challenging, role may require long working hours and attendance to regular training. The role is suitable for a highly motivated and enthusiastic individual who is keen to upskill, and who is efficient in communication, self-management and disciplined.

The individual in this role must also have experience working in line with company policy and is prepared to work to stringent rules during delivery to meet all safety standards. The Team Leader will complete prior training on COVID-19 to ensure they have a clear understanding of the procedures in place during delivery.

Each staff member will also be required to follow all COVID-19 working policies and pass a mandatory COVID-19 procedure test prior to the start of delivery to ensure they have a clear understanding of the procedures in place.

The Team Assistant is an integral part of the NCS staff team as they bridge the relationship between young people, Team Leader and the NCS ethos.

You will inspire and lead a team of 16 young people aged between 15-17 years through a fast paced and demanding programme. You will act as the young person's role model and mentor to push and motivate each team member to reach their full potential and get the most out of the NCS programme. This rewarding and challenging role may require long working hours throughout the three or two-week programmes and requires prior assessment before the start of delivery.

This role is suitable for a highly motivated and enthusiastic individual who is keen to upskill, and who is able to motivate others and be comfortable working with multiple teams throughout the three or two-week period.

#### **What working for Burton Albion Community Trust can offer you:**

- Competitive Salary
- 25 days Annual Leave and your birthday off!
- Excellent Training Opportunities
- Flexible Working
- Optional Full Uniform
- Onsite Parking
- Company Discounts
- BAFC Staff Discounts



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## **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 reasonably requested.

## **Equality Statement**

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 Trust. 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 Trust 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 (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Burton Albion Community Trust believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the upmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

## **Commitment**

Burton Albion Community Trust is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by:

- Adopting a pro-active approach in approach in preventative work.
- Having clear polices which are audited and reviewed annually.
- Vetting all staff and volunteers.



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- Providing regular training to ensure staff can identify concerns and are confident when responding, reporting and recording.
- Embedding safeguarding as a priority throughout the Trust.

PERSON SPECIFICATION			Evidence to be provided Application/Interview/Certificates (A/I/C)
<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
Recognised first aid qualification		X	A
Coaching or teaching qualification		X	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Experience or knowledge of NCS.	X		I
Experience of handling sensitive data.		X	A
Experience of working with challenging or confrontational behaviour.	X		A
Experience of working with young people.	X		A
Experience of delivering and leading sessions with an understanding of dynamic groups.	X		A
Experience of risk assessing activities.		X	A
<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	
Knowledge and understanding of NCS.	X		I
Understanding of group dynamics		X	A
Understanding of the local community.	X		I
Safeguarding procedures		X	A
How to inspire, motivate and engage young people.	X		A
How to maintain appropriate boundaries with young people.	X		I
<b>Disposition &amp; Attributes</b>	<b>Essential</b>	<b>Desirable</b>	
Full UK driving licence and use of a vehicle with appropriate Business Insurance		X	AIC
<b>Equality &amp; Inclusivity</b>	<b>Essential</b>	<b>Desirable</b>	
Ability to work in a non-discriminatory manner, in	X		AI



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accordance with Burton Albion Community Trust's Equality Policy			
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## 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:  
Vacancies  
Burton Albion Community Trust  
Pirelli Stadium  
Princess Way  
Burton on Trent  
Staffs DE13 0AR

For further information regarding the role please email: [joe.green@burtonalbionct.org](mailto:joe.green@burtonalbionct.org)

**Closing date for applications: 29<sup>th</sup> April**  
**Interviews: 6<sup>th</sup> May**



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