**NCS LEADER – Team Leader and Mentor Positions available**

**Contract:** Fixed term contract for summer 2019

**Salary: £1315 - £1700 salary is dependent on age and role offered**

**Salary benefit:** Accommodation and food provided on the residential phases

**Reporting to:** NCS Project Manager

**Locations**: Alfreton, Erewash Mansfield and Ashfield, Nottingham  
  
**Job Purpose**

To lead a team of NCS participants through a variety of activities including a residential stays and a social action project.   
You will need to be organised, energetic, and empathetic, have excellent problem solving skills and a passion for helping young people to fulfil their potential.

**Key Responsibilities**

* To lead and engage in all activities with a team of up to 15 participants through all phases of NCS including the graduation
* Supervise and encourage the Team Mentor, co-ordinate their work activities and provide assistance with their personal development needs
* To ensure the enjoyment and achievement of all participants help them to reach their maximum potential and complete the programme
* To deliver evening activities during residential phases to engage all participants
* To facilitate and or deliver Phase 2 skills-building workshops and sessions
* To support, guide and encourage young people through the planning and delivery of their social action project
* To design and conduct daily reflection sessions
* Attend planned sessions to meet your team before the start of the programme to introduce yourself and to encourage full participation and turn-up
* Manage participant behaviour and attendance in accordance with the procedures set out in the NCS Staff Handbook
* To provide a high level of feedback to the NCS office with regards to all aspects of the teams journey throughout the programme especially with regards to participation, attendance, behaviour and achievement
* Act professionally at all times in accordance with the guidelines of the programme
* Administrative duties as outlined in the NCS Staff Handbook (including registers and surveys)
* Positively promote the NCS programme at all times, especially when in contact with all external parties
* Any other duties in line with role, salary and responsibility

**Competencies**

* Have a solid understanding of the NCS programme.
* Have experience of working on NCS programmes or other youth development or educational programmes
* Ability to positively influence young people who display challenging behaviour and work one to one with young people who require extra support
* Proven experience of building a positive rapport with young people and colleagues from a variety of cultural, economic and social backgrounds
* Proven ability to work on own initiative
* Able to be proactive and adaptable with the skills to think on your feet
* Have excellent interpersonal and communication skills
* Well organised with a responsible attitude to paperwork and record-keeping
* Ability to maintain appropriate boundaries with young people
* Ability to inspire and motivate
* Flexibility to work at any reasonable location/additional hours when required
* Promotes and works in accordance with NCS values and ethos
* Must be willing to participate fully and enthusiastically in outdoor activities, including camping, hiking, survival skills, water activities and climbing
* Empathetic and non-judgmental with a willingness to understand the strengths, fears and needs of others
* A cheerful, positive and motivational role model with a good sense of humour who has the ability to build a high level of trust with those around them

**Knowledge**

* Demonstrate an understanding of relevant safeguarding/child protection issues
* Knowledge of how to implement health and safety risk assessments

**Qualifications**

Essential

* Relevant level 3 qualification
* Level 2 in English and Maths

Desirable

* A recognised First Aid qualification
* A full driving licence, with access to a car suitable for use on business

**This job is on a fixed term contract.   
  
Employment is subject to provision of satisfactory references and the completion of an enhanced DBS check. Contracts will be rewarded after interview and successful completion of training and staff assessment.**

The contract covers:

* Staff training
* Attending an event hosted for the participants prior to departure
* Attending a meet and greet where you introduce yourself to your team and their parents (pre-departure meeting)
* Outward bound residential
* University residential
* 60 hours planning and delivery to develop and deliver a project to improve an area of the community, chosen and designed by your team
* Attending a graduation event
* Completing all required paperwork in line with NCS processes – wage deductible