



Job Description

Post Title

NCS Team Leader (Fixed-term – four continuous weeks on programme + compulsory training)

Department/Location

Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports To

NCS Programme Manager

Responsible For

A small cohort of NCS participants aged 15-17 enrolled on the programme

Purpose of the Role

To support the participants on their journey through the NCS programme; this includes one outward bounds residential week and one University based residential followed by a further two weeks of workshops and social action projects in the Kirklees locality.

As a team leader, the post holder will be responsible for ensuring the safety and wellbeing of all participants within their group (16 participants). The post holder will be expected to engage fully throughout the programme and ensure that the young people get the most from their experience. The role will support young people to develop skills for life, experience new challenges and meet new people.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Heads of Department
Project Managers
Delivery Staff
Board of Trustees
Club CEO
All Club personnel

External: NCS Trust, English Football League (EFL) Trust,
North Kirklees Schools and teachers
Participants and their Parents/Carers
Delivery Partners and external stakeholders



Key Performance Indicators

- All participants have the opportunity to embrace the three pillars of the programme; Social Cohesion, Social Mobility and Social Engagement.
- The programme is inclusive of all, evidenced by the diversity of the cohort.

Role Specific Responsibilities

The post holder will be required to:

- Facilitate and inspire a group of young people aged 15-17 from various social backgrounds, through the NCS programme;
- Be a positive role model;
- Provide pastoral care for the team and empower each young person to be confident in developing a range of new skills;
- Be proactive in the management of health, safety and behaviour;
- Deliver guided reflection sessions to ensure that each young person is consistently reflecting on their progress and development;
- Ensure all relevant paperwork is up to date and submitted in a timely manner;
- Work with the social action project team to ensure that the young people are fully supported to deliver a successful project in their community;
- Be an effective team member and share good practice amongst colleagues;
- Complete all CPD as required for delivery on programme;
- Administer and report on basic First Aid, if required, in line with relevant First Aid training, and assist in the administration of medication for young people if required and appropriate;
- Adopt a participant-centred approach, ensuring protocol in relation to safeguarding is consistently observed;
- Act as an Ambassador for The Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest in Foundation projects/programmes is sustained;
- Delivery of high-quality evening recreational activities whilst on residential phases.
- Encourage and support young people through any unforeseen challenges and setbacks.



Additional Responsibilities

- The post holder will be expected to have high standards and will need a professional approach and a passion for youth work; and,
- The post holder must ensure young people consistently observe rules pertaining to appropriate behaviour and conduct, as set out in the NCS Code of Conduct.

The post holder will be required to undertake any other duties as required by the NCS Manager, The Huddersfield Town Foundation Chief Executive Officer, and/or any other Senior Manager/Director.

Behaviour/Conduct



The post holder will be required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be flexible in hours of work;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people; and,
- Be respectful of others at all times and behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



It is anticipated that the role of NCS Team Leader will involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.

As such, this post is exempt from the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

Equality, Diversity and Inclusion

HTAFC and The Huddersfield Town Foundation are diverse environments in which all characteristics under the Equality Act 2010 are respected; we want everyone to feel valued and included and to be able to achieve their full potential. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and are committed to the redress of any inequalities by taking positive action where appropriate.

Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in March 2020.

The proposed review of this Job Description is March 2021.

Person Specification

Post Title

NCS Team Leader (Fixed-term – four continuous weeks on programme + compulsory training)

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working with young people in the 15-17 age groups. A passion and enjoyment for working with young people. • Experience of planning and organising group activities. 	<ul style="list-style-type: none"> • Experience of managing and motivating young people in challenging environments. • Experience in coaching, teaching or mentoring within a youth environment. • Experience of working in the charitable sector. • Experience of the NCS programme. • Experience of working with young people with additional needs. • Residential experience.
Qualifications	<ul style="list-style-type: none"> • A good standard of general education with a minimum of five GCSEs at grade C or higher. • Safeguarding children and vulnerable adults' certificate or willingness to undertake. • Valid First Aid certificate or willingness to undertake 	<ul style="list-style-type: none"> • Youth Work qualification. • Awareness of youth mental health. • Qualified Teacher Status.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Good basic IT skills • Ability to relate to and motivate young people. • Excellent communication skills. • Self-motivated with the ability to work on own initiative and as part of a team. 	<ul style="list-style-type: none"> • An understanding of the issues faced by young people. • Awareness of substance misuse. • Knowledge and experience in managing behaviour that challenges.

Area of Expertise	Essential	Desirable
Additional Requirements	<ul style="list-style-type: none"> • Punctual and able to honour agreed commitments. • Committed to equality and diversity initiatives and anti-discriminatory practice. • Suitable to work with children and vulnerable adults, and willing to obtain a DBS Enhanced Disclosure. • Full driving license and the use of a vehicle, and/or the ability to travel throughout Kirklees using public transport. 	<ul style="list-style-type: none"> • Flexible approach to work and working hours, to fulfil the requirements of the role.