



JOB DESCRIPTION

JOB TITLE: NCS Team Leader (6 positions available)

DEPARTMENT: Wolverhampton Wanderers Foundation

REPORTS TO: Education Officer

LOCATION: Molineux Stadium

DATE: 03/03/2020

ASSESSMENT INTERVIEW DATE: 17/04/2020 & 18/04/2020

TRAINING WEEKEND: 30/05 – 31/05/2020

SALARY FOR PERIOD: £1500 for the duration on the fixed term period

Wolverhampton Wanderers Foundation is the official charity of Wolves FC. The Foundation delivers creative, innovative and diverse engagement initiatives using the power of Wolves to motivate, educate and inspire people in communities to improve life chances.

The vision - for children, young people and adults within our community to be healthy, active, confident and able to determine and achieve their own aspirations.

The mission - to enhance people's lives by using the unique strength of Wolverhampton Wanderers Football Club to engage, enable and empower people.

The commitment of Wolves FC and its community charity has grown year on year since 1991. The forthcoming season in the Premier League is set to be huge for the football club and the Foundation, with greater investment through strengthened partnerships and new funding, this campaign will be the biggest in the charity's history.

Wolves Values – what we stand for

Progressive - Ambitious. Creative. Innovative.

Determined - Ownership. Decisiveness. Consistent.

Bright - Inspiring. Engaging. Intelligent.

Unity - Connected. Family. Togetherness.

Humble - Considered. Considerate. Respectful.

Successful candidates will represent the Foundation as a delivery partner of NCS (National Citizen Service). NCS brings together young people from different backgrounds and helps them develop greater confidence, self-awareness and responsibility. It encourages personal and social development by working on skills like leadership, teamwork and communication. Participants develop a social action project to deal with a local issue they're passionate about and put the project into action in their community.



Job purpose

The successful candidates will be required to guide and mentor a team of young people through the delivery of the NCS programme by providing a high quality, fun and supportive experience for all.

You will be required to work all the required dates below to ensure the programme runs as efficiently as possible.

The programme is split into 4 phases;

Phases	Wave 3
1 (Residential)	13 th July – 17 th July
2 (Residential)	20 th July – 24 th July
3a (Social Action Planning)	27 th July – 31 st July
3b (Social Action Delivery)	3 rd August – 7 th August
Celebration Evening Event	Monday 7 th September 2020 (Evening only)

Key responsibilities

- To lead their team through all phases of the programme.
- Working collaboratively with all staff members including Programme Leader, Wave Leader and other Team Leaders.
- Maintain and ensure engagement of all young people throughout programme.
- Participate in a variety of outdoor activities.
- Facilitate and deliver sessions as part of wider NCS programme.
- Encourage participants to develop new skills such as confidence and leadership and reflect on progress and development.
- Support a young person led social action project.
- Attend all training programmes to enhance knowledge and skill set of NCS.
- Attend all CPD to enhance knowledge and skill set of NCS.
- Complete all necessary administration duties within the role.

General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times



Safeguarding

- This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

Key relationships

- Update Programme Leader on team performance during NCS delivery.
- Update Wave Leader on team performance during NCS delivery.
- Support participants throughout length of programme.
- Work with colleagues to deal with challenging behaviour and identify any additional support.
- To report any concerns and issues to line manager.

Scope of job

The NCS Team Leader is an integral part of the NCS team and they will support all young people for the duration of the programme. You will lead a team of 16-17-year olds through the NCS programme. You will be responsible for ensuring that all young people are engaged with the programme and get the most out of their NCS experience.

The rewarding and challenging role may require long working hours which include night shifts during both residential phases of the programme. The role is suitable for a highly motivated, engaging and enthusiastic staff member who can motivate team members.

Please note the employment offer is subject to a successful completion of the NCS Training Weekend (30th and 31st May) to be held at Molineux Stadium.



Person Specification

Job Title: NCS Team Leader

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Knowledge of National Citizen Service programme
- Experience of working with young people

Desirable

- Experience of working on National Citizen Service programme
- Experience of working in a residential environment

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Ability to meet the needs of all participants across all education programmes
- Strong IT and presentation skills
- Competency in delivering practical activities
- Competency in delivering classroom and workshop activities
- Ability to work in teams and independently where necessary
- Competency in in planning and evaluation methods

Desirable

- Working towards or holds relevant Coaching (FA Level 1 or above) and/or Teaching qualification (Minimum Level 3 Education and Training)

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants
- Excellent organisation and time management skills
- Excellent communication skills and ability to work both independently and within a team environment
- Availability for flexible working hours including overnight residentials
- Demonstrate a working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice
- Excellent interpersonal skills



Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Be able to manage and prioritise workload.
- Experience of working with partner organisations.

Desirable

- Working with vulnerable adults.
- Experience of working with secondary school students.
- Experience of overnight residential trips

Qualifications: the level of educational, professional and/or occupational training required

Essential

- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Head of Safeguarding.

Desirable

- Post-holder to hold or working towards degree level
- FA Level 1 Certificate in Coaching Football or equivalent NGB qualification
- Post-holder to hold a valid driving licence