

AFC Bournemouth Community Sports Trust

Job Description



Job Title	NCS Team Leader
Reports to	Ian Cox NCS co-ordinator
Location	Dorset/Devon
Length of role	20 days per wave
Dates	Various Dates between June, July & August 2020. See 'Work Dates' below
Job Description	<p>The NCS Team Leader is responsible for managing the delivery of a high quality, safe programme for AFC Bournemouth Community Sports Trust meeting NCS specification. Team Leader is an integral part of the NCS Staff team as they bridge the relationship between young people and the NCS ethos.</p> <p>You will Inspire and lead a team of 15-17 year olds through an 20 day programme, acting as their role model and mentor, and pushing 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 and night shifts during the residential phases!</p> <p>This role is suitable for a highly motivated and enthusiastic self-starter who can motivate others and act as a positive role model.</p>
Remuneration	£1,530.00 per 20-day role

Role Accountabilities & Key Duties	
1	Pastorally care for a team of up to 15 young people, overseeing the health, safety and behaviour management of the group at all times, and working collaboratively with the Programme leader, Wave Leader and other team members
2	Ensure the engagement and participation of all young people, and take part in a night-time rota as instructed by the Programme Lead/Wave lead
3	Participate in a variety of outdoor activities and facilitate & deliver curriculum sessions to the team in an engaging and inspiring way
4	Empower each team member to develop a range of new skills, encouraging them to reflect upon their own progress and development
5	Lead visits to community partners & charities, and facilitate your team as they design and deliver a successful and meaningful Social Action Project
6	Follow AFC Bournemouth Community Sport Trust safeguarding policies and procedures, ensuring the safety and wellbeing of all young people

Requirements		Essential	Desirable
1	Experience of working with young people in a paid or voluntary capacity		
2	The ability to manage and motivate a group of young people through a range of activities		
3	Experience of working in a fast-paced environment, and the ability to make decisions in a timely manner, work flexibly and adaptively		
4	Experience of planning, delivery and evaluation of activities		
5	Ability to handle sensitive information in a professional manner, in line with our policies		
6	Strikingly positive and motivated attitude, with a passion for building stronger communities and seeing change in society		
7	Experience of working in a residential environment (preferably with young people)		
8	Experience of leading and facilitating workshops & reflection activities		

9	The ability to follow a set curriculum, adapting it to suit different audiences		
10	An awareness and understanding of equality and diversity		
11	Commitment to personal and professional development		
12	A knowledge and understanding of the NCS programme		
13	Experience of working with young people, particularly 15-17 year olds		
14	Relevant degree or Project Management qualification		
15	An understanding of the issues faced by young people		

About the Organisation and the NCS Programme

AFC Bournemouth Community Sport Trust are a local delivery partner for the National Citizen Service (NCS), a life-changing experience for 15-17 year olds. The scheme is available to young people from all backgrounds to take part in outdoor activities, meet new people and give something back to their communities. By taking part they learn new skills and have a great experience they can put on their CVs or college applications.

AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

AFC Bournemouth Community Sports Trust expects all staff to work effectively as part of a team or teams, delivering high quality support to staff, participants and customers. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues, participants and customers both formally and informally, offering guidance and information in accordance with AFC Bournemouth Community Sports Trust guidelines, policies and procedures and contributing to the maintenance of the AFC Bournemouth's environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Considerable importance is attached to the public relations aspect of all work undertaken by AFC Bournemouth Community Sports Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of AFC Bournemouth as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

Safeguarding Statement and Requirements

AFC Bournemouth Community Sport Trust is committed to safeguarding and promoting the welfare of young people taking part in the programme. We expect all staff and post holders to share this commitment. AFC Bournemouth Community Sport Trust will assist the application for, and pay for the processing of, a new DBS for staff members where required. We also require two satisfactory references, at least one of which should detail suitability to work with young people and another to be from your current or most recent employer. Both references should be from someone who knows you in a professional or academic context.

Training

As a pre-condition of employment and in order to familiarise you with the requirements of the programme, applicants are to undertake a familiarisation programme. This is non-residential training which will cover elements that are critical to the role such as safeguarding, health and safety and other essential policy or process necessary to undertake the role. Candidates must be able to attend training days on 15th May and 16th May.

We reserve the right to withdraw our offer of employment should all training programme not be completed in a satisfactory manner including completion of on-line modules.

Expenses and accommodation

All meals and accommodation are provided during the NCS Phase 1, generally in an outdoor activity center where accommodation is a campsite.

Phase 2 is in a residential university setting, fully catered meals and roomed accommodation.

Phase 3 will be non-residential and not catered.

Travel to and from work must be paid for by candidates themselves.

Work Dates

Waves	Phase 1 Be Epic	Phase 2 Discovery	Phase 3 Do Good	Phase 3b
1	15 th June -19 th June	22 nd June – 26 th June	29 th June – 3 rd July	6 th July – 10 th July
2	29 th June – 3 rd July	6 th July – 10 th July	13 th July – 17 th July	20 th July – 24 th July
3	13 th July – 17 th July	20 th July – 24 th July	27 th July -31 st July	3 rd August – 7 th August

Requirements

- 2 days training (15th & 16th May 2020)
- 20 days of the programme, which includes:

Phase 1 - Personal Challenge: (5 day - residential)

Phase 2 - Team Challenge: (5 day - residential)

Phase 3a - Social Action planning: (30 Hours, Non-residential)

Phase 3b - Social Action delivery: (30 Hours, Non-residential)

This post will involve overnight stays during phase 1 and 2 and it will also involve some evenings. You will be expected to support the management of behaviour overnight.

How to Apply

All applicants should complete a covering letter and send a copy of their CV to lan.cox@afcb.co.uk by 13th April 2020. Please ensure you read the job description thoroughly and understand the requirements for the role you apply for. Only shortlisted candidates will be contacted. Interviews will take place on Thursday 23rd April. If you would like to talk to someone in our team about the role then please call 07990336407