



NCS Team Leader

Multiple Roles

Varied Hours

Fixed-Term

£8.62 per hour

Wigan Athletic Community Trust is recruiting for National Citizen Service Team Leaders. As part of a larger NCS cohort you will lead, inspire and guide a team of 16 young people through a four and eight-week programme (including two residential weeks), to help them to develop as a group, overcome challenges and successfully plan and run their own social action projects.

The programmes are running on the following dates:

8-week Programme:

29th June 2020 - 21st August 2020

4-week Programme:

29th June 2020 – 24th July 2020

13th July 2020 – 7th August 2020

27th July 2020 – 21st August 2020

You will:

- Mentor, supervise and deliver a variety of different activities to a group of 16 young people including team building exercises, teaching life skills and supporting the planning and delivery of a Social Action Project
- Provide pastoral care for the young people, overseeing the health, safety, and well-being of the group at all times across the entirety of the programme
- Inspire and motivate young people in your group to remain fully committed to the NCS programme throughout
- Be a positive role model and an inspiration for your team to help them succeed and achieve their goals throughout their NCS experience
- Empower each individual young person to develop a range of new skills, encourage them to reflect upon their own progress and development

The successful candidate will:

- Hold a Level 3 qualification in sport or youth and community development (or equivalent)
- Have previous experience in youth work, teaching, instructing or coaching
- Work directly with teams of young people, including some with challenging behaviour
- Display excellent communication skills both written and verbal
- Be able to lead a group of young people

To apply for the position please complete the application form detailing how you meet the criteria for the role. Please return your completed application to **jobs@wiganathletic.com** or by post to HR, Wigan Athletic, DW Stadium, Loire Drive, Wigan, WN5 0UZ

Closing date: **29th March 2020**

Wigan Athletic Community Trust is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The trust is committed to safeguarding all children, young people and adults at risk involved in its activities and events. The trust recognises its responsibility to safeguard the welfare of these vulnerable groups by a commitment to procedures to protect them. The trust expects all staff and volunteers to fully support and promote these commitments.



Job title	National Citizen Service Team Leader	Reports to	National Citizen Service Project Manager
Location	Montrose Skills Hub		
Department	Community Trust		
Job purpose			
As part of a larger NCS cohort you will lead, inspire and guide a team of 16 young people through a four and eight-week programme (including two residential weeks), to help them to develop as a group, overcome challenges and successfully plan and run their own social action projects.			
Key responsibilities and duties			
<ul style="list-style-type: none"> • Mentor, supervise and deliver a variety of different activities to a group of 16 young people including team building exercises, teaching life skills and supporting the planning and delivery of a Social Action Project • Provide pastoral care for the young people, overseeing the health, safety, and well-being of the group at all times across the entirety of the programme • Inspire and motivate young people in your group to remain fully committed to the NCS programme throughout • Be a positive role model and an inspiration for your team to help them succeed and achieve their goals throughout their NCS experience • Empower each individual young person to develop a range of new skills, encourage them to reflect upon their own progress and development • Complete all administrative and monitoring processes relating to NCS and ensuring all data is recorded accurately and securely • Liaise regularly with the NCS Project Manager, Assistant Project Manager and Project Officers keeping them informed of any issues and progress • Attend compulsory training events including first aid, safeguarding, online training and a two day programme overview prior to delivery 			
Health and Safety			
<ul style="list-style-type: none"> • Fully endorse and comply with the group's health and safety policy. • Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. • Have a full knowledge of procedures for evacuation with regard to fire. • Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. • Liaise with the Health and Safety Manager to ensure events are managed in accordance with the policy. 			
Safeguarding			
<ul style="list-style-type: none"> • Fully endorse and comply with all aspects of the group's safeguarding policy. • Report any misconduct or suspected misconduct to the Head of Safeguarding. • Liaise with the safeguarding team to ensure events are managed in accordance with the policy. 			
General			
<ul style="list-style-type: none"> • Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the group. • Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers. 			

- Ensure working practices are compliant with relevant policies and legislation specifically general data protection regulations (GDPR)
- The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.

DBS check required

Yes

Person Specification

	Essential requirements	Desirable requirements
Qualifications	<ul style="list-style-type: none"> • Level 3 qualification in sport or youth and community development (or equivalent) 	<ul style="list-style-type: none"> • FA Level 2 Coaching Award
Experience	<ul style="list-style-type: none"> • Previous experience in youth work, teaching, instructing or coaching • Working directly with teams of young people, including some with challenging behaviour • Facilitating small group discussions and reflective learning • Planning, delivering and evaluating activities 	<ul style="list-style-type: none"> • Experience of leading a team • Previous experience of working on the NCS programme (or similar) • Background in working in a professional sports club
Knowledge, skills and qualities	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal • Sound judgement and have a responsible attitude • Good organisational and prioritising skills • Good understanding of equality and diversity and its application in community-based projects • Ability to empathise with young people and also challenge negative behaviour • Self-motivated • Ability to get along and work with people at different levels of the organisation • Be able to lead a group of young people • A flexible approach to work and the ability to adapt working style to different environments and teams 	<ul style="list-style-type: none"> • Good understanding of the community sport and education sector • Interested in young people's personal development

I confirm that I have read and agreed to this job description outlining the main duties of my job role.

Job holder name:

Signed:

Date: