



Protecting local communities

## **VACANCY**

**Job Title:** X2 NCS Team Assistants and x2 NCS Team Coordinator

**Contract:** Temporary (as required for programme delivery)

**Salary:** NCS Team Assistant: £8.36 per hour  
NCS Team Coordinator: £8.70 per hour

**Location:** Programme delivery at various locations

Cleveland Fire Brigade is seeking to recruit 2 Team Assistants and 2 Team Coordinators to support the delivery of our Summer National Citizen Service (NCS) programme.

These exciting roles provide the opportunity for you to support young people (aged 15 – 17) through an unforgettable summer experience.

The programme will engage 3 groups (15 young people per group), over 2 waves and each group will attend a 4 night residential in the Lake District, where you will be expected to join the young people on an action packed schedule of outdoor team building activities, followed by a 4 night local residential in North Yorkshire supporting the group to develop life skills.

The residentials will be followed by a further social action project – taking place over 1-week of planning and then 1-week of delivery (both full-time).

The whole programme will end with a graduation ceremony, recognising and celebrating the group's achievements.

To support your involvement in the programme you will be provided with 2 days training before the residentials.

Programme Dates:

### **Wave 1**

20 July: 4-night residential

27 July: 4-night residential

3 – 17 August: Social Action Project

### **Wave 2**

3 August: 4-night residential

10 August: 4-night residential

17 – 31 August: Social Action Project

The Team Coordinators will be required to attend Wave 1 and Wave 2 dates and the Team Assistants will attend Wave 2.

Our Summer NCS programme is designed to support young people to feel unstoppable. For more information – or an informal discussion – please contact Helen Winskill (Commissioned Services Manager) on 01429 874070 or [hwinskill@clevelandfire.gov.uk](mailto:hwinskill@clevelandfire.gov.uk). To download an application form and information pack visit [www.clevelandfire.gov.uk](http://www.clevelandfire.gov.uk), alternatively you can email [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk) or contact the Human Resources Department on 01429 874022.

For further information about the National Citizenship Service visit <http://www.ncsyes.co.uk/>

**Closing Date: 11 March 2018**

**Assessment/Interview: 23 March 2018**

*Applicants who have not been contacted by 16 March 2018 should assume they have been unsuccessful.*

## CLEVELAND FIRE BRIGADE

### Person specification

#### Team Coordinator

	Essential	How measured	Desirable	How measured
<b>Qualifications / attainments</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills</li> <li>• Good academic background up to 'A' Level standard (or equivalent) and evidence of continued professional development</li> </ul>	Application form / certificates	<ul style="list-style-type: none"> <li>• Driving License</li> <li>• D1 driving entitlement</li> <li>• Youth Work Qualification</li> </ul>	
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Experience of effective communications with a wide range of people</li> <li>• Experience of leading others</li> <li>• Experience of presenting to large groups</li> <li>• Experience of working with young people, and delivering structured input to a wide range of people</li> <li>• </li> </ul>	Application form / interview	<ul style="list-style-type: none"> <li>• Experience of partnership working, including the delivery and evaluation of commissioned services, or similar</li> </ul>	
<b>Knowledge / skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding</li> <li>• PC literate, familiar with IT</li> </ul>	Application form / interview	<ul style="list-style-type: none"> <li>• Experience of NCS programmes as either staff or</li> </ul>	

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	<p>packages particularly word, excel and powerpoint and able to work with various software</p> <ul style="list-style-type: none"> <li>Organisational skills, including ability to work with competing demands, forward plan and task management skills to manage workload effectively to meet organisation priorities and deadlines</li> <li>Excellent interpersonal and presentation skills</li> </ul>	<p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p>	participant	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Able to tactfully deal with sensitive situations</li> <li>Self motivated</li> <li>Able to work individually and as part of a team</li> <li>Professional and confident attitude</li> <li>flexible approach</li> </ul>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	<ul style="list-style-type: none"> <li>Innovative, and able to adapt plans and adopt new ways of working, sometimes at short notice</li> <li></li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>Commitment to Equality and Diversity</li> <li>Commitment to Health and Safety</li> </ul>	<p>Application form / Interview</p> <p>Application</p>		

## CLEVELAND FIRE BRIGADE

### Person specification

### Youth Assistant

	Essential	How measured	Desirable	How measured
<b>Qualifications / attainments</b>	<ul style="list-style-type: none"> <li>Excellent numeracy and literacy skills</li> <li>Good academic background up to 'A' Level standard (or equivalent)</li> </ul>	Application form / certificates	<ul style="list-style-type: none"> <li>Driving License</li> </ul>	
<b>Work experience (including be voluntary work)</b>	<ul style="list-style-type: none"> <li>Experience of effective communications with a wide range of people</li> <li>Experience of working with young people</li> </ul>	Application form / interview	<ul style="list-style-type: none"> <li>Experience of participating in group activities in a supportive role</li> </ul>	
<b>Knowledge / skills</b>	<ul style="list-style-type: none"> <li>PC literate, familiar with IT packages particularly word, excel and powerpoint and able to work with various software</li> <li>Excellent interpersonal and communication skills</li> <li>Ability to build rapport with young people</li> </ul>	Application form / interview  Application form / interview  Application form / interview Application form / interview  Application form / interview Application form / interview Application form / interview	<ul style="list-style-type: none"> <li>Experience of NCS programmes as either staff or participant</li> </ul>	

		interview		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Able to tactfully deal with sensitive situations</li> <li>• Self motivated</li> <li>• Able to work individually and as part of a team</li> <li>• Professional and confident attitude</li> <li>• Flexible approach</li> </ul>	Interview Interview Interview Interview Interview		
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to Equality and Diversity</li> <li>• Commitment to Health and Safety</li> </ul>	Application form / Interview Application		