

JOB DESCRIPTION

Job Title	NCS Team Assistant
Job Holder	
Responsible to:	NCS Team Leader, NCS Wave Leader, NCS Manager
Responsible for:	

Responsibilities and duties relevant to this Role:

- Assisting with the leadership of a group of up to 16 young adults (aged 16 or 17) together with a Team Leader through the different phases of the NCS programme.
- Supporting activities, delivered by external partners.
- Ensuring group adheres to timelines for meals, activities and reflection activities
- Challenging negative behaviour in a positive manner and ensuring all policies and procedures are followed
- Being a positive role-model to participants with regards to behaviour, attitude and professionalism.
- Motivating, encouraging and mentoring young people
- To represent the Foundation of Light and the NCS programme professionally and appropriately representing our values and ethos

Management responsibilities and duties:

- Reporting back to NCS Team Leader.

Administration and M&E responsibilities and duties:

- Work within the established administrative and financial systems to ensure smooth running and quality of projects
- Complete relevant administration for partner agencies and funders
- Answer internal and external queries in relation to your role in a timely and professional manner
- Ensure third party agreements, service level agreements, risk assessments, lesson files and session plans are up to date, in place and signed where relevant
- Ensure databases are updated on a regular basis with correct information
- Complete and keep up to date: reports, registers, safeguarding, incident and accident reports and all NCS paperwork

Development/Donor responsibilities and duties:

- Contribute to the processes of development of programmes.
- Identify PR opportunities and case studies on a regular basis
- Keep up to date with relevant developments in your curriculum area, geographic location and the third sector
- Support the objectives and aims of the Foundation of Light
- Attend relevant training and good practice events
- Organise and/or deliver Foundation/NCS events

Delivery responsibilities and duties:

- Planning, organising and delivering activities on an evening for groups on a rota basis between the hours of 7 and 11pm in phases one and two and supporting projects across phases 3 a and 3b.
- Assist with session delivery in line with lesson plans and the requirements of the programmes
- Provide a high-quality, excellent customer/participant experience
- Support the wider Foundation team in other activities

Behaviour and Professional responsibilities and duties:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

FOUNDATION OF LIGHT CORE VALUES**We work as a team****We are professional****We are proud of what we do and dedicated to achieving our goals****We are progressive and forward thinking****We are fully committed to achieving the best for our customers and communities****We are passionate and enthusiastic**

Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.

Acceptance of the job description by the Employee:**Signed****Print Name****Date**

NCS Team Assistant – In Depth Job Description and Personal Specification

About NCS: NCS brings together young people aged 15 to 17 from different backgrounds in a programme of exciting personal and social development activities, where they will make new friends, learn skills for life, develop independence and design and implement their own social action projects in their community. They will have a platform to have their voice heard and will be able to access many opportunities beyond the summer programme. The Foundation of Light is a Delivery Partner for the NCS programme.

Role: As NCS Team Assistant, you will be responsible with a Team Leader for:

- The safety and well-being of a team of 16 young people
- Assisting with the planning and delivery of activities linking these into the NCS curriculum and course content
- Completing all three phases, totalling four weeks (as well as three days training and undertake online training units)

Team Assistants can earn up to £1450.00 for a four-week programme. There are two residential phases of 4 nights/5 days. The first residential takes place in Derbyshire at an outdoor activity centre - travel will be provided. If a team leader is required to drive their vehicle, they will be paid per mileage as outlined in Foundation of Light policies. The second residential week is at the University of Sunderland. The third and fourth week will be based in either Sunderland, Washington or County Durham areas.

Dates: NCS is delivered in a series of wave with each wave lasting 4 weeks, these are referred to as phases, staff must be available for the full duration of the four weeks for each wave that they work. NCS delivery will take place from June 2020 until August 2020 with dates commencing on 29th June, 6th July, 13th July and 20th July. The overviews below explain the programme in some depth - once you have committed that you wish to apply for one of the roles, we will undergo a series of meetings and training programmes to check you are suitable for the role before offering an official job and casual contract.

NCS is a once in a lifetime opportunity for participants but, for staff, it can be just as rewarding with progressions available, looks brilliant on CVs and applications and develop on-the-job transferrable key skills. NCS can be challenging and you will need to be committed and dedicated to the programme and willing to work hours outside of the traditional working week.

Before programme starts

- You will be required to meet the young people in your group at a keep-warm event to introduce yourself and start to build bonds with the group
- You will also be required to attend the bag drop event which will take place the Thursday evening before phase 1 commences
- Be available for training and complete online training modules
- Failure to complete these **mandatory** training units will result in job offers being withdrawn
- Work with the NCS Team Leaders, NCS Manager, NCS officer and your team assistant to assist with planning activities throughout the programme

Main duties

- Assisting with the leading a group of up to 16 young adults (aged 16 or 17) together with a Team Leader through the different phases of NCS.
- Supporting activities, delivered by external partners
- Ensuring group sticks to timelines for meals, activities and reflection activities
- Assisting with the planning, organising and delivering activities on an evening for groups on a rota basis between the hours of 7 and 11pm in phases one and two
- Reporting back to Team Leader daily
- Ensuring all paperwork is completed to FOL/NCS standards and reported to Team Leader
- Ensuring all registers are completed correctly
- Follow up on any non-attendance of young people
- Challenging negative behaviour in a positive manner and ensuring all policies and procedures are followed
- Setting a positive example always to participants on behaviour, attitude and professionalism.
- Motivating, encouraging and mentoring young people
- To represent the Foundation of Light and the NCS programme professionally and appropriately representing our values and ethos

Additional duties**Phase 1 – Residential at an outdoor activity site – Monday to Friday**

- These are generally between 1 and 2 hours away from Sunderland and can involve accommodation in dormitories, lodges, or tents
- Fair allocation of roles between yourself and Team Leaders in order to support young people through daily activities delivered by trained activity camp staff, reflection time on evenings delivered by group leaders, completion of diary sheets and record on individual and group reports as well as reporting on any incidents risks, near missed or any safeguarding concerns
- You will also be responsible for assisting with the planning, organising and delivery of activities on an evening for groups on a rota basis between the hours of 7 and 11pm
- You will be paid for 50 hours minimum for this week at a rate of £7.50 per hour
- Each assistant and team leader will also take a night patrol shift to check that participants are in bed and adhering to guidelines, this can be up until 3am
- Responsibilities for a Team Assistant will be as follows: -
 - Assisting with management of medical issues and ensuring needs of individuals are met
 - Preparation of mealtimes, clearing and making areas tidy along with participants
 - Other duties may arise as training commences

Phase 2 – Residential at University of Sunderland – Monday to Friday

- You will be paid for 50 hours minimum for this week at a rate of £7.50 per hour.
- Supervision will include supporting young people through daily activities delivered by third-party agencies, as well as delivery by yourselves on specific topics which can include nutrition, food preparation and cooking, first aid, basic politics, cv workshops, enterprise and physical activities. These lessons will be planned by the NCS team with input from yourselves
- You will be responsible with the Team Leader for reflection time on evenings to complete diary sheets and sort any group issues
- You will also be responsible for planning, organising and delivering activities on an evening for groups on a rota basis between the hours of 7 and 11pm
- Each Assistant and Team Leader will also take a night patrol shift to check that participants are in bed and adhering to guidelines, this can be up until 3am
- Responsibilities for a team Assistant will be as follows: -
 - Reporting back to Team Leader daily
 - Ensuring group sticks to timelines for meals, activities and reflection activities
 - Preparation of mealtimes, clearing and making areas tidy along with participants
 - Other duties may arise as training commences

Phase 3 – Social Action in and around the Sunderland area – Two weeks, this may include evenings and weekend work.

- You will be paid for 35 hours each week at a rate of £7.50 per hour
- Support young people with planning, promotion and delivery of their chosen social action project

PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)
Skills:	
Communication, oral and written	E
Planning and Organisation	E
Mentoring	D
Team work	E
Skills in using video or audio equipment and/or editing software	D
Ability to work on own initiative	E
Interpersonal	E
Conflict handling and resolution	E
Creativity and imagination relevant to the workplace	D
ICT and administration	E
Ability to work under pressure and to tight deadlines	E
Group work facilitation, able to motivate and empower a group of people	E
Multi-Tasking	E
Willing to learn from others and share skills	E
Managing people	E
Qualities:	
Commitment	E
Flexibility	E
Honesty and trustworthiness	E
Motivation and enthusiasm	E
Patience and diplomacy	E
Persistence in the workplace	E
Determination to succeed and meet targets	E
Commitment to reflective practice	E
Commitment to equality and diversity, safeguarding and health and safety	E
Ability to work alongside young people as colleagues and a belief that young people can achieve their potential and make a positive contribution to their communities	E
Ability to work effectively with volunteers and community groups to support the programme and social action projects	E
Flexible approach to working hours	E
Knowledge:	
Sound knowledge of NCS programmes	E
Safeguarding (Training will take place if successful in application)	E
First Aid (Training will take place if successful in application)	E
Understanding:	
Delivery of customer service	E
Of the levels, abilities and ages of participants worked with	E
Of the need to work flexible hours to meet the needs of the charity and NCS projects	E
Workplace behaviours and conduct	E
Experience:	
Meeting targets in the workplace	E
Experience of delivering evaluation and reflection activities.	D

Experience working directly with groups of young people aged 14-19 from a wide variety of backgrounds	E
Experience of working with vulnerable young people such as young people with special educational needs or young offenders	D
Qualifications (or recognised equivalent):	
Quals:	
Relevant qualification such as youth work, social work, teaching, mentoring or coaching.	D
Other:	
First Aid	D
Driving Licence	D
Media skills	D

If you are interested in applying for the position or would like more information please

email craig.martin@foundationoflight.co.uk