

OXFORD UNITED IN THE COMMUNITY



Job Title: NCS Assistant Team Leader (Seasonal)

Reporting to: NCS Programme Manager – Aled Newton

Location: Oxfordshire

Salary: £1894.20. This will cover the following: both waves, training, induction, and staff kit.

Role Duration: Temporary Contract, 5 weeks of work (5th – 23rd July & 9th – 20th August) which will include a 5-day residential. Evenings and weekends are a possibility with additional training dates in June.

Wave 1: 3 weeks (residential) 5th July to 23rd July

Week 1: Full time, Monday-Friday based in a residential setting in Milton Keynes. Staff must stay overnight, and be prepared to camp, with all travel, food and accommodation included. Outdoor adventure activity, and team building week for young people.

Week 2: Based at The Kings Centre, Oxford. Key focus on skills week through a number of workshops. External speakers and charities will feature throughout, which staff will help facilitate.

Week 3: Social Action week, based at The Kings Centre, Oxford. Using the skills built in the previous weeks, teams will design, present, and deliver their own social action project to benefit the community. A minimum of 30 hours supporting the community should be achieved by each group.

Wave 2: 2 weeks (non-residential) 9th August to 20th August

Week 1: Activity and skills week based at The Kings Centre from Monday-Friday. A number of workshops will be delivered working on teamwork, communication, and developing key skills for young people's future prospects. A one-day offsite visit to an activity/ water-based adventure site included.

Week 2: Social Action week, based off The Kings Centre. Using the skills built in the previous weeks, teams will design, present, and deliver their own social action project to benefit the community. A minimum of 30 hours supporting the community should be achieved.

Purpose of the Role:

NCS Assistant Team Leaders play an influential part in the overall experience of the summer NCS programme, by helping to create a once in a lifetime opportunity for 15-17-year olds to enjoy over the holidays. The NCS programme is designed for young people to meet new friends, develop their confidence, communication, and social ability in teamwork challenges, to learn new skills in a series of fun and creative workshops, and finally pledge their time back into the community, to support important projects striving for positive change.

As an Assistant Team Leader, you will help support a group of up to 16 young people through all three stages of the programme, and assist in delivering ice breakers, and group activities when required with the help of the Team Leader. An Assistant Team Leader will act as a role model to the young people and demonstrate enthusiasm by participating in all activities, and therefore, encourage young people's participation.

An Assistant team leader will listen and show interest in the young people, initiating conversations and building positive relationships amongst the team. Assistant Team Leaders will engage equally with all participations, and

recognise each young person is at a different stage of development. Therefore, will provide a positive influence to situations, support to overcome challenges, and ensure every individual's experience is a great one.

Main Roles and Responsibilities

1. You will need to support, inspire, and challenge a team of up to 16 participants.
2. Support the team leader and other delivery staff to ensure a successful programme.
3. Support the team leader with the participants' pastoral care and the overall behavioural management of the group.
4. Utilise your own skills to improve the skill set of the young people in the group.
5. Support and assist the team leader with the delivery of various personal development, team building and physical activities.
6. Support the development of participants' community projects and helping young people engage with people in their local area.
7. Collect photo and video media from team activities, and case studies from team members.
8. Contribute to regular surveys and feedback sessions during the programme as part of the evaluation process.
9. Facilitate personal development goals with young people.
10. Work within the ethos of the NCS programme.
11. Report any safeguarding issues to the DSL (Designated Safeguard Lead).

Person Specification

Required Skills

1. Experience in delivering youth focused activities.
2. Experience of working with young people, particularly 15-17 year olds.
3. A commitment to safeguarding and health and safety.
4. A commitment to supporting young people, and the principles of equality and diversity.

Advantageous

1. A knowledge and understanding of the NCS programme.
2. Specific youth work experience and an understanding of the issues faced by young people.
3. Community volunteering experience.
4. L1 in Health & Safety.
5. L1 in Food Safety and Hygiene.
6. Emergency First Aid or First Aid at work.
7. L1 or above in Child Protection training.
8. Qualification in youth work.

For an application form, details of the programme and more information, please email: community@oufc.co.uk

Closing date for applications

Monday 10th May 2021 by 12 noon.

Safeguarding:

OUIc is committed to Safeguarding and protecting the client group that we work with and promotes safer working and safeguarding practices within the workplace. We expect all applicants and employees to share this commitment to Safeguarding duty.

All posts are subject to a safer recruitment process and the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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