

OXFORD UNITED IN THE COMMUNITY



Job Title: NCS Team Leader (Seasonal)

Reporting to: NCS Programme Manager – Aled Newton

Location: Oxfordshire

Salary: £8.91 p/h. This will cover the following: induction, training and programme delivery.

Role Duration: Temporary Contract, 3 weeks of part time work with some full days. An additional training date will be agreed in October.

Week 1: Wednesday 3rd November, Thursday 4th, Friday 5th November 9am – 5pm

Week 2: Wednesday 10th, Thursday 11th, Friday 12th 9am – 5pm

Week 3: Monday 15th 1:15pm - 4:30pm, Tuesday 16th 1:15pm - 4:30pm, Wednesday 17th 9:00am - 12:15pm, Thursday 18th 9:00am - 12:15pm, Friday 19th 9:00am - 4:15pm

Wave 1: 3 weeks 3rd November to 19th November

Week 1: Full time, Wednesday - Friday based at various outdoor activity centres across Oxfordshire. Full transport provided across all 3 days.

Week 2: Based at The City of Oxford College. Key focus on skills development 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 City of Oxford College. Using the skills built in the previous weeks, teams will design, present, and deliver their own social action project to benefit the community.

Purpose of the Role:

NCS Team Leaders play an influential part in the overall experience of the summer NCS programme, by creating 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 a Team Leader you will lead a group of 15 young people through all three stages of the programme, delivering ice breakers, and group activities when required, and co-ordinating the group through all team activities, with the help of the Assistant Team Leader. As a Team leader you will demonstrate enthusiasm and high energy throughout the programme, building positive relationships with participants. You should be a dynamic leader, who can inspire and encourage young people to engage in all parts of the programme. A Team Leader will support their group through new challenges and oversee the well-being and pastoral care of team members during the programme.

All staff members must complete an enhanced DBS check with Oxford United in the Community to work on programme.

Main Roles and Responsibilities

1. To have overall responsibility for up to 16 young people in a team and to provide supervision, motivation, and inspiration to help the team succeed and enjoy their NCS experience.

2. Plan and deliver team building activities and ice breakers.
3. Respond to challenging behaviour skilfully to reduce disruption and limit conflict with other team members. You will have a clear understanding of the behaviour management system in place and apply it consistently.
4. Facilitate discussions with the team to identify key topics in the community that need addressing, and outline the steps and actions needed to achieve this.
5. Encourage young people to take leadership and make decisions about their social action project but provide guidance throughout.
6. You will be responsible for the overall wellbeing, health and safety and pastoral care of all young people on the programme. Team Leaders understand the appropriate reporting actions and how and when to report any concerns to the wave leader.
7. To ensure that you and your team adhere to all Risk Assessment protocols, abiding by all Health and Safety requirements.
8. Provide support to the Assistant Team Leader throughout the programme and provide insight to their learning and development in leadership.
9. Complete essential paperwork data returns as needed and as instructed by the core staff team.
10. To complete the Incident/Accident report form within 24 hours of any incident taking place.
11. Work within the ethos of the NCS programme.
12. To adhere and follow all OUitC's safeguarding policies and procedures and report any safeguarding issues to the DSL (Designated Safeguard Lead).
13. You will be the appointed first aider for your team (training will be provided where required) and administer basic first aid where required.

Person Specification

Required Skills

1. Experience in delivering youth focussed 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 4th October 2021 by 12 noon.

Safeguarding:

OUitC 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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