

# OXFORD UNITED IN THE COMMUNITY



## Job Title: NCS Team Leader (Seasonal)

**Reporting to:** NCS Programme Manager – Aled Newton

**Location:** Oxfordshire

**Salary:** £2,160. This will cover the following: both waves, celebration event, training (dates TBC) and staff kit.

**Role Duration:** Temporary Contract 4 weeks. You will be required to work 2 weeks of residential activity, during which you will be expected to undertake night duty on a rota basis, and two 30-hour social action delivery weeks.

**Role:** To guide and mentor a team of 16 young people through the delivery of the NCS programme. Providing a quality, fun and developmental experience.

**Wave 1: 18<sup>th</sup> July to 29<sup>th</sup> July.**

**Wave 2: 8<sup>th</sup> August to 19<sup>th</sup> August.**

*Week 1: Monday – Friday residential with 4 overnight stays at Taplow Lakeside. Transport provided to and from the activity centre with food and accommodation included. The first two days consist of various outdoor activities such as paddle boarding, axe throwing and archery. The final 3 days on skills development through several workshops.*

*Week 2: 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.*

### **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 16 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 the 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. To lead a team through all phases of the programme.
3. Plan and deliver team building activities and ice breakers.
4. Respond to challenging behaviour skilfully to reduce disruption and limit conflict with other team members.

5. To support young people with any individual needs.
6. 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.
7. Encourage young people to take leadership and make decisions about their social action project but provide guidance throughout.
8. You will be responsible for the overall wellbeing, health and safety and pastoral care of all young people on the programme.
9. To ensure that you and your team adhere to all Risk Assessment protocols, abiding by all Health and Safety requirements.
10. Provide support to the Assistant Team Leader throughout the programme and provide insight to their learning and development in leadership.
11. Complete essential paperwork data returns as needed and as instructed by the programme manager.
12. To complete the Incident/Accident report form within 24 hours of any incident taking place.
13. Work within the ethos of the NCS programme.
14. To adhere and follow all OUItC's safeguarding policies and procedures and report any safeguarding issues to the DSL (Designated Safeguard Lead).
15. To ensure all logistics and administration tasks are complete to a high standard in accordance with NCS 2022 compliance strategy and procedures.
16. 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. A commitment to safeguarding, health and safety and data handling practices.
2. First Aid Qualification or availability to attend a course.
3. Safeguarding Certification or ability to attend training and experience of planning, delivering and evaluation of activities for and with young people.
4. Experience of working in a residential setting with young people from a wide variety of backgrounds
5. Professional qualification in a relevant discipline e.g., Youth and Community Work, Social Work, Education, Counselling, Health, or Sports.
6. Qualification or experience in Youth Mental First Aid.
7. Experience and understanding of the issues affecting young people at risk of social exclusion/offending.
8. Experience of youth-led programme development and participative techniques.
9. Working knowledge of alcohol, drugs and their effects.
10. Ability to promote equality, diversity, rights and responsibilities of individuals.

#### **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](mailto:community@oufc.co.uk)

#### **Closing date for applications**

Monday 4<sup>th</sup> April 2022 by 12 noon.

#### **Safeguarding:**

OUIIC 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 obtaining two suitable 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.

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Charity Registration Number 1125173 Company Registration Number 06621199 (England & Wales)