



JOB DESCRIPTION			
Job Title:	National Citizen Service (NCS) - Team Leader Assistant		
Hours of work:	Seasonal – Summer 7 hours per day or less	Salary Range:	Under 18-year-old £4.45 per hour + holiday pay 18 to 20-year-old £6.25 per hour + holiday pay 21 to 25-year-old £7.80 per hour + holiday pay 25-year-old and over £8.31 per hour + holiday pay Plus £20 and 3 x meals per day for residential stays
Location:	Lancashire and residential break	Reporting to:	NCS Manager
HR Contact:	Ann-Marie Bradley	Contractual Status:	Casual
Date posted:	07.03.2019	Posting Expires:	14.04.2019 at 9:00am
Applications Accepted By:			
Please apply by downloading and completing the job application form which can be found on Burnley FC in the Community website – Careers and Opportunities https://www.burnleyfccommunity.org/careers/ Burnley FC in the Community no longer accept CV's. Attention: Ann-Marie Bradley – HR Manager			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> Assist the Team Leader in being responsible for a team of up to 15 young people; providing supervision, motivation and inspiration. Lead by example and get involved with most if not all activities whilst keeping the group motivated. Assist the NCS Officer/Wave Leader(s) / Team Leaders in the delivery of a variety of daytime and evening activities. Ensure that every young person in your team is enjoying themselves whilst asserting appropriate boundaries to maintain respect and safety. Ensure that the NCS Officer/ Wave Leader(s) is aware of any safeguarding concerns. If an issue arises overnight, provide the NCS Officer/ Wave Leader(s) with any unforeseen, yet necessary support. To deal with and manage any difficult, challenging or concerning behaviour, with the support of the NCS Officer/ Wave Leader(s) / Team Leader. Provide the young people with supervision and support at all times throughout their required 30 hours of social action planning and 24 hours of social action delivery. Support the work of the staff based at the residential centres and any external guests who deliver on the NCS programme. Assist the Team Leader in the delivery of guided group and individual reflection sessions with the intention of this reflection becoming more youth led as the young people progress on their NCS journey. Represent Burnley FC in the Community in a professional manner. To be able to work flexible and unsociable hours where the role of the job requires. Comply with all Charity policies. Promote the NCS and Burnley FC in the Community brand and ethos in a strong and positive manner. Work alongside other team members to support in other areas of the organisation as and when required to promote best practice. A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training. 			
Preferred Skills			
<ul style="list-style-type: none"> Some knowledge and understanding of the NCS programme. Experience working with young people aged 15-19. Experience working in a community or educational environment. Knowledge of any barriers the young people may face and an understanding of how to address them where appropriate. Ability to work independently and collaboratively as a member of a team. 			