



JOB DESCRIPTION

Job Title:	National Citizen Service (NCS) - Team Leader		
Hours of work:	Seasonal – Summer 7 hours per day or less	Salary Range:	Under 18-year-old £5.35 per hour + holiday pay 18 to 20-year-old £7.15 per hour + holiday pay 21 to 25-year-old £8.70 per hour + holiday pay 25-year-old and over £9.21 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

- Be 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) 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.
- To resolve any minor issues within your team daily; ensuring 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 some unforeseen support.
- To deal with and manage any difficult, challenging or concerning behaviour, with the support of the NCS Officer/ Wave Leader(s).
- Be responsible for ensuring that each of your team fulfil the required 30 hours of social action planning and 24 hours of social action delivery, providing the young people with supervision and support at all times.
- Support the work of the staff based at the residential centres and any external guests who deliver on the NCS programme.
- Initially deliver 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 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 any relevant equality and diversity training.

Education/Training

- Safeguarding Level 1 (this training can be provided if required)

Preferred Skills

- Some knowledge and understanding of the NCS programme.
- Experience working with young people aged 15-19.
- The ability to take responsibility for a group of up to 15 young people.
- 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.