



Southend United Community & Educational Trust – Assistant Team Leader Job Description

About the Programme

The National Citizen Service (NCS) is a government funded programme for 16-17 year olds and aims to promote a more cohesive, responsible and engaged society. The NCS programme is focused on encouraging social mixing between young people of different backgrounds, local community engagement, skill development and building confidence. Southend United Community & Educational Trust delivers the NCS programme in Southend-on-Sea, with the residential taking place in Norfolk.

Programme Phases

NCS is made up of four phases:

- Phase 1 and 2, Residential – 4 nights and 5 days from Monday – Friday. Residential programme away from participants' local community, with a focus on teamwork and outdoor physical challenges as well as learning and developing new skills. Each team will build upon the new skills they have learnt to deliver as social action project they can deliver within their local community.
- Phase 3, Social Action Project: Planning and Delivery – Teams will design a social action project which will leave a positive legacy in the local community. The phase involves 30 hours of delivery
- Phase 4 (Graduation) – Attendance at the relevant graduation event, and ensure maximum attendance from the team members to celebrate their NCS journey.

Assistant Team Leader

Contract Length: Temporary Contract

Salary: £17,715 - £24,444 per annum, Pro-rata depending on experience

Reporting to: Southend United Community and Educational Trust Wave leaders & Programme Leader

About the Role

Southend United Community and Educational Trust has an exciting opportunity for anyone wanting to be a part of an amazing team and help us complete our #millionmission.

To assist lead a group of up to 16 young people throughout the duration of the National Citizen Service (NCS) programme as well as assist the facilitating and delivery of workshop sessions. Your passion, teamwork and outgoingness will drive the young people to complete the programme to the best of their ability.

Key Responsibilities

- To assist lead and support a group of young people for the duration of the programme following the SUCET and NCS structure. Keeping them focused on high adrenalin activities as well as their Social Action Project
- To be a positive role model for young people at all times by demonstrating leadership skills, a positive attitude and team spirit despite working unsociable hours within the residential phases
- To inspire, motivate and encourage the young people whilst on programme to help them reach their maximum potential and complete the programme
- To facilitate and/or deliver phase 2 workshop sessions
- Manage participants behaviour and attendance in accordance with the procedure set out in the NCS Staff Handbook
- To assist with daily reflection sessions
- To be punctual and alert when on morning wake up and evening night time duties
- To travel with, stay with, supervise and support the young people during the residential phases of the programme including assisting facilitating, supervising or leading their day/night time activities



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- To ensure the safety and welfare of the young people in your group at all times, referring any safeguarding issues to the Team Leader/Wave Leader/Programme Leader
- To establish effective working relationships with colleagues to ensure the successful delivery of the NCS Programme
- To liaise regularly with Team Leader, Programme Leaders and Wave Leaders keeping them informed with any issues and progression within your group
- To ensure all personal information regarding young people is kept confidential in accordance with the data protection and safeguarding requirements
- The ability to be flexible during the duration of the NCS Programme
- To carry out any other duties within the scope and spirit of the programme

Person Specification

Essential

- The ability to be flexible
- Understanding of the NCS programme
- Experience working within a team
- Excellent communication and problem solving skills
- Strong understanding on Safeguarding and Equality and Diversity
- Confidence in delivering activities, workshops and sessions to Young People
- Ability to work within a team and as an individual
- Good decision making ability
- Good time-management and organisation skills
- Committed to continuous personal and organisational development
- Creative and energetic
- Must be over the age of 18

Desirable

- Previous experience in a residential youth environment (e.g. youth camps, scouts)
- Experience working on the NCS programme
- Social Action Delivery
- Organisation Skills
- Ability to positively influence young people who may display challenging behaviour
- Experience in leading and motivating young people

Desirable Qualifications

- Coaching
- Youth Work
- Mental Health
- Safeguarding
- Equality & Diversity
- First Aid

Training and Assessment

If you are successfully shortlisted, you will be invited to a virtual interview. If successful with your virtual interview you will be invited to a face to face interview. If successful you will be offered an unconditional offer you will be asked to attend the NCS Training days where you may be subsequently offered the role on our programme, it is important to note that attendance to the NCS Training days are mandatory. All staff (including returning staff) must attend the full training.

Employment is subject to provision of satisfactory references and the completion of an enhanced DBS check.



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Wave Dates

Each NCS programme in the summer will run for 2 weeks at a time. The selected 2 weeks are called waves. Should you be successful, you must be available to work for a full wave however 4 week and 6 weeks' worth of work are available. We would not ordinarily grant permission for absences across programme delivery. Applicants should consider this when applying. All positions are regionally based. During the residential weeks, accommodation and transport costs from the meeting location are covered. Costs for travelling to all meeting points during residentials, and daily travel during phase 3 are not covered. A list of available wave dates are below:

Wave 1: Monday 4th – Friday 15th July 2022

Wave 2: Monday 18th – Friday 19th July 2022

Wave 3: Monday 1st – Friday 12th August

You will also be required to attend the graduation ceremony which normally takes place on the first Thursday evening in September.

How to Apply

All applicants should complete the application form and send their CV to h.wren@southendunited-cet.co.uk. Please ensure you read the job description thoroughly and understand the requirements for the role you apply for. If you are shortlisted, you will be contacted. We are also unable to provide feedback instantly. If you would like to talk to someone in our team about the role then please email h.wren@southendunited-cet.co.uk or call 01702 341351.



National Citizen Service Application Form- New Assistant Team Leader

Personal information

Title:

Surname:

Forename(s):

Address:

Postcode:

Date of Birth:

Contact details

Mobile:

E-mail:

Other information

Do you have any unspent criminal convictions? (please circle)

YES NO

If so please give details:

Kit Size S M L XL (Please circle)

Work experience: (This can involve voluntary work, paid work and personal experience)

Date:

Type of employer:

Overall role:

Time of employment:

Experience or skills gained:

Date:

Type of employer:

Overall role:

Time of employment:

Experience or skills gained:

Date:



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Type of employer:

Overall role:

Time of employment:

Experience or skills gained:

Education and Training

Please give details of any courses you have attended and educational qualifications you have achieved.

Dates:

School/college/university/courses:

Details of course:

Qualification obtained:

Dates:

School/college/university/courses:

Details of course:

Qualification obtained:

Dates:

School/college/university/courses:

Details of course:

Qualification obtained:

Supporting Statement

Please tell us about yourself and why you feel you are a suitable candidate for this role.



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Availability

Please highlight the waves that you will be available to work.

Wave 1: Monday 4th – Friday 15th July 2022

Wave 2: Monday 18th – Friday 19th July 2022

Wave 3: Monday 1st – Friday 12th August

Training and Graduation

It is mandatory that you attend the two training days and graduation evening. Please highlight any of the below dates you are **not** able to attend.

Training: Wednesday 22nd and Thursday 23rd June

References

Please provide names and addresses for at least two references. At least one of these should be a past employer within the last 3 years.

Name:

Occupation:

Address:

Postcode:

Tel:

Email:

Relationship to you:

Name:

Occupation:

Address:

Postcode:

Tel:

Email:

Relationship to you:

Name:



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Occupation:

Address:

Postcode:

Tel:

Email:

Relationship to you:

Do we have permission to contact the references if offered an unconditional offer?

YES NO

Declaration

During the course of your employment, your activities may be recorded through photographs and video. Do you consent that the images of you may be used in media or publicity materials and celebration publications produced by Southend United Community and Educational Trust.

YES NO

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- We may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after commencement of the volunteer role, the ending of the relationship.

I declare that, to the best of my knowledge, the information on this form is correct and that I have not left out significant information in a way intended to mislead.

Signature:..... Date:.....



Southend United Community and Educational Trust

Equal Opportunities Form

Surname:

Forename(s):

Please highlight your answers

Ethnicity

Asian or Asian British:	Mixed:
Indian	White & Black Caribbean
Pakistani	White & Black African
Bangladeshi	White & Asian
Other Asian background (please specify):	Other mixed background (please specify):
Black or Black British:	White:
Caribbean	British
African	Irish
Other Black background (please specify):	Other white background (please specify):
Chinese	Other background (please specify):

Gender and Gender Identity

Male	Female	Other	Prefer not to say
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Please indicate if you identify as having one or more of the following:

Learning Disability	Mental Health issues	Long-term illness
Multiple Disabilities	Physical Disability	Sensory Disability
Other (please specify):	Prefer not to say	Non Disabled

We will hold and use your details to monitor diversity and to evaluate and improve our services in partnership with key funding bodies. A hard copy of this form is kept for audit purposes and your details will be stored according to data protection law on a central database. We will not divulge any personal information to other agencies without your consent.