

Job Description

Position: NCS Team Leader

Department: MK Dons SET

Reporting to: NCS Manager

Job level: Entry

Contract: Zero Hour

Hours per week: Casual

Job purpose: To assist your Team Leader in supervising a group of between 10-15 young people. You will act as a positive role model to your team members and support them during their time on NCS.

Key Dates:

Wave 1: 22/06/2020

Wave 2: 29/06/2020

Wave 3: 06/07/2020

Wave 4: 13/07/2020

Wave 5: 27/07/2020

Please note there will be staff training on the 6th & 7th June

Job Description

Main Objectives

- To lead your identified team in all phases of the programme, including residential trips.
- To build a rapport with team members and assistant team leader, and act as a support person for all individuals in the team.
- To act as a role model for a “good citizen”.

Summary of Duties

- To offer guidance to team members to ensure maximum gain throughout the programme.
- To constantly listen to the needs of the young people, and offer suggestions to the SET NCS Co-ordinator for changes and enhancements to the programme.
- To have an understanding and awareness of the local community.
- To ensuring that all activities are delivered in line with safeguarding and health and safety practices.
- To be able to support participants in the collation of their portfolio of evidence, and develop a Personal Development Plan and sign-post young people to on-going community opportunities.
- Be responsible for the keeping of registers provided
- To continue to act as a mentor throughout the alumni programme, as appropriate.
- Ensure the young people adhere to the timetables for their activities, workshops and meal times

Person Specification

Essential skills and qualifications:

Essential

- Experience in a community or educational setting (E)
- Good communication skills (E)
- Ability to inspire, motivate and encourage young people through sport and volunteering (E)
- Good team worker and self-motivated (E)
- Ability to co-ordinate workload (E)
- Willing to work unsociable hours (E)

Desirable

- Experience of delivery in a wide range of environments including schools, club and community settings (D)
- Experience of mentoring, supporting and encouraging team members and volunteers (D)
- Ability to adapt sessions appropriately dependent on the needs of young people (D)
- Ability to collect relevant information for evaluation purposes (D)
- First Aid trained (D)
- Safeguarding (D)
- Able to drive and have access to a car (D)
- Be interested in all aspects of volunteering and community development (D)
- A demonstrable record of implementing Equal Opportunity policies and activities (D)

MK Dons SET is committed to Safeguarding and protecting the client group that we work with and promote safer working and safeguarding practices within the workplace. All posts are subject to a safer recruitment process, including a disclosure check and vetting checks. We expect all applicants and employees to share this commitment to Safeguarding duly.

Behavioural Indicators:

- Functional Skills - (Communication) Entry
- Functional Skills – (Capability – Leading Edge Thinking) Entry
- Personal Skills (Capability – Confidence & Commitment) Entry
- Personal Skills (Capability – Respect for others)
- Personal Skills (Capability – Integrity and Trust)
- People Skills (Capability – Leading a Team)