

APPLICATION PACK



National Citizen Service (NCS) Team Leader



MAYOR OF LONDON



INVESTORS
IN PEOPLE

APPLICATION PACK

Using the power of football, Charlton Athletic Community Trust (CACT) worked with over 46,700 people during 2019/20, empowering communities and changing lives. Based on the needs of the community, we work in partnership to deliver high quality programmes that deliver a lasting impact.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Equality, Diversity and Inclusion
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Service

This is an exciting time to join CACT as we have recently launched a new three-year strategy for 2019-2022 based on our values:

- Passion – fuels our work
- Trust – safe and sound
- Engagement – stronger together
- Respect – two-way and vital
- Equality – open and fair
- Inclusion – that means you

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CACT are committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

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NCS is a once-in-a-lifetime opportunity open to all 16 & 17 year olds in England and Northern Ireland that helps them build skills for work and life, whilst taking on new challenges and meeting new friends.

The aims of NCS are to enable young people to:

- Take on new challenges and learn new skills
- Make a difference while making new friends
- Grow in confidence and improve their CV
- Experience something new as they help out their community

NCS Ethos:

- Connecting with new People – Throughout the programme, young people have a range of interactions with a diverse group of new people (peers, staff and other professionals and community members) in meaningful contexts and environments.
- Making a Difference – Young people are given the opportunity to make a difference in a range of ways: i) making a difference to themselves and their own lives by realising their agency to change how they think, act and react. ii) Making a difference to their teams by developing and applying team work and leadership, and iii) making a difference in their community through social action, political engagement, and involvement in work environments.
- Reflecting on Experiences – Young People are encouraged to reflect regularly on their NCS experience. Reflection is more than feedback on the bits of the programme they did and did not enjoy. Instead, it is about giving young people the skills and vocabulary to reflect on and communicate what they have learned about themselves and their peers, and how they might apply this learning in the future, whether that's in job interviews, volunteering, or in their personal lives.

- Experiencing Challenge – Over the course of the programme, young people re exposed to a range to mental, emotional and physical challenges, which draw on different skill sets, push them out of their own comfort, and provide a real sense of jeopardy. Throughout these experiences, young people are supported to develop skills that help them cope with challenge and understand what they are capable of.
- Feeling part of something bigger – Young people experience moments in the programme which help them to identify with the broader cohort of young people who have done, and are doing NCS, and the different journeys that are possible during and after the programme.

CACT NCS Delivery Areas:

Kent: Dartford, Gravesend, Sevenoaks, Tonbridge, Tunbridge Wells, Ashford, Canterbury, Maidstone, Folkestone, Dover & Thanet

London: Greenwich & Bexley

2 Week Programme:

- **Phase 1 (Be Epic)** 2 days residential with high adventure activities based at an outward-bound activity centre.
- **Phase 2 (Live Life)** 3 days residential based with the focus on developing new skills through a series of workshops and skills based projects.
- **Phase 3 (Do Good)** Planning and delivering a Social Action Project over the course of 5 days in a local hub. Young people within their teams plan a social action project that will have an impact on their local community.
- **Go Party:** Celebration Event!

Programme Dates:

- There are several options for work in summer 2022 in our delivery areas of Kent and London.
- You can complete more than one wave; each wave is 2 weeks long. (1 week residential based and 1 week in a local hub)

Training Dates:

There will be weekend training dates to pick from in, May & June 2022. You must attend and complete all aspects of training, as all offers of work are subject to the successful completion of this training.



JOB DESCRIPTION

Job Title:	National Citizen Service Team Leader	Reporting to:	NCS Programme Manager & NCS Cohort Lead
Pay:	£540-£600 (Residential week) £12.00 per hour (Local hub)	Contract type:	Sessional
Location:	Kent: Dartford, Gravesend, Sevenoaks, Tonbridge, Tunbridge wells Maidstone, Canterbury, Ashford, Folkestone, Dover & Thanet London: Borough of Bexley & Greenwich	Days and hours of work:	2 Week Programme: 10 days (plus Keep Warm Event, Training & Celebration Event).
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Purpose of the Role:

Team Leaders will be required to lead, inspire and develop a team of sixteen, 16 to 17 year olds through a whole NCS programme, This includes staying at a residential centre and working in the local community.

This is a highly demanding but rewarding role suitable for a dynamic and confident person with experience of leading groups of young people, being able to both motivate them and command their respect.

A single programme includes activity days (residential based), skills development and the delivery of a community project. Team Leaders will need to be innovative and think outside the box as well as capable of supporting a team of young people to meet the desired outcomes. Team Leaders will report to a Wave Leader.

Key Responsibilities (but not limited to):

- Lead, inspire and take responsibility for the pastoral care for a team of sixteen participants, ensuring their safety and assisting their personal development throughout all phases of the programme.
- Monitor the welfare of all young people taking part in the programme and being aware of any medical or dietary requirements.

- Follow a structured timetable and lead your group during non-centre staff led activities.
- Lead guided reflection sessions so that young people are developing personal skills.
- Work with lead staff during activity days and social action phase of the programme
- Work with a range of CACT external partners.
- Lead by example and get involved in outdoor and community volunteering activities, keeping the group motivated at all times.
- Build a positive professional relationship with all young people in your team.
- Work as part of a larger team of staff to support the planning and delivery of a Social Action Project.
- Work with and support all other staff to deal with any challenging behaviour from young people.
- Ensure that a high standard of delivery is met and maintained.
- Ensure that appropriate safeguarding, health & safety and other relevant CACT policies are implemented and followed
- Ensure that all accidents or incidents are reported and necessary risk assessments are completed.
- Provide support to staff and young people in a variety of settings to ensure that they have a positive NCS experience.
- Undertake any other relevant duty related to the further development, promotion and sustainability of the NCS programme and the wider organisation (CACT).
- Work within the ethos of the NCS programme.
- Provide all appropriate documents including completed registers, incident/accident forms, evaluations and case studies to support the proper monitoring and evaluation of the programme.

PERSON SPECIFICATION

Job title: National Citizen Service (NCS) Team Leader

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience of working with young people. • Team working experience. For example working within a team and co-ordinating team members to achieve desired outcomes. 	<ul style="list-style-type: none"> • Experience of working with young people from a wide variety of backgrounds. • Experience of working in a residential setting • Experience of planning, coordinating, delivering programmes for young people.
Skills, ability & knowledge	<ul style="list-style-type: none"> • Good Verbal Communication and Interpersonal Skills • Be able to work on own initiative/proactive. • An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community. • Commitment to Safeguarding children and young people. 	<ul style="list-style-type: none"> • Good knowledge of CACT's existing programmes. • Access to own transport or ability to use public transport. • Full driving licence.
Personal qualities	<ul style="list-style-type: none"> • A positive attitude: a 'can do' approach. • Reliability and good timekeeping. • Responsible. • Friendly and approachable. 	



APPLICATIONS

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from <http://cact.org.uk/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to Jobs@cact.org.uk

Please note: CVs will **not** be considered.

Closing date for applications: 14/03/2022

Interviews will be held virtually and/or in person from January 2022 onwards.

The cost of all DBS Checks will be deducted from first payment for working on the programme.

There is no additional payment for attending training or celebration events.