




NCS Team Leader

Autumn 2020 - Job Pack



Lincoln City
Foundation

A background photograph showing a group of people in kayaking gear (helmets, life jackets) standing on a grassy bank next to a river. A large blue kayak is on the ground. The scene is outdoors with trees and a blue sky with clouds.

Our 2018/19

- 15 Community Programmes
- 39,000 hours of engagement
- 9,000 participants
- £700,000 invested in the local community

Why are We here?

To inspire, empower and help individuals and communities to improve their physical, social and mental well-being

Message from Head of Foundation – Paul Hamnett

Thank you for your interest in Lincoln City Foundation, I am delighted that you are considering joining our Charity and I hope that you will want to apply for this post once you have found out a little more about us.

I urge you to spend time looking at our website, www.lincolncityfoundation.co.uk, as it will give you a taste of all that goes on here.

Lincoln City Foundation has been delivering community-based activities for over 25 years within Lincoln and Lincolnshire with ambitious plans to expand existing and develop new work. Our approach is to work in partnership with other organisations to bring our vision to life of Happier, Healthier and Inspired Communities. To achieve this, our work focuses on three strategic areas:

- Learning and Development
- Health and Well-Being
- Sport & Physical Activity.

There are currently 40 members of our team plus an experienced Board of Trustees who oversee the Foundation. Our workforce is diverse in personnel and skills and as the Foundation continues to grow will endeavor to meet the needs of our communities.

I do hope that you might be tempted to apply. I recognise that time, thought and energy goes into preparing an application and we, in turn, will give your application serious considerations.



Lincoln City Foundation

What is NCS?

National Citizen Service (NCS) is a programme designed for 15-17-year olds that takes young people out of their comfort zones and will give individuals an idea about what they want from their future. NCS gives young people the opportunity to meet new people and face challenges that will give them a taste of independence.

They will learn new skills which will help them to fulfil their dreams and allow their voices to be heard.





Autumn 2020 Programme Dates

- 12th October – 16th October
- 26th October - 30th October
- 9th November – 13th November
- 16th November – 20th November

These will be 5-day programmes including a graduation evening on the last day of programme.

Day 1 will be based at PGL Caythorpe and the remaining days will be at the college or at Lincoln City FC. If you require specific locations on your available dates, please feel free to get in touch.

If you would like an informal discussion about the position, please contact Jasmine Craft on 01522 563792.

Job Description

NCS Team Leader

WEEKLY HOURS: (Please see programme dates)

SALARY: National Living Wage

LOCATION: Lincoln

REPORTING TO: NCS Officer

RESPONSIBLE FOR: None

PURPOSE:

As an NCS Team Leader, you will lead a team of up to 16 participants through their NCS experience. You will ensure the safety and engagement of young people in your team, offering pastoral support where appropriate and leading on sessions of guided reflection. You will also take part in all the activities that your team members undertake, acting as a role model for their development.

Aim of the Role:

- To safely lead a team of up to 16 young people through each of the phases of the NCS Programme and plan/deliver activities where appropriate (depending on model of programme delivery).
- To supervise with your other Team Leader and co-ordinate the workload with them considering their development in the process.



Main Duties and Responsibilities:

- Ensure young people are engaging in activities and manage behaviour issues.
- Responsibility for the health, safety, wellbeing and engagement of young people on a wave.
- Engage with Young People and offer pastoral support.
- Lead Guided Reflection.
- Complete key admin tasks including submitting registers and attendance documents to Wave Leader.
- Feed key information to Wave Leader by set deadlines.
- Follow Safeguarding, incident, information governance, health and safety and risk assessment protocol.
- Ensure activities are inclusive.
- Positively engage with community partners and manage the relationship.

General Duties:

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

Person Specification

Qualifications/Education: (desirable)

- Youth & community qualification
- Working towards or achieved a degree level qualification
- First Aid certificate/training

Skills, Knowledge and Experience:

- Experience of delivery in a wide range of environments including schools, club and community settings
- Experience working with young people aged 16 – 17
- Proven experience of leadership, preferably leading young people and/or volunteers
- Experience of working on youth intervention or NCS project
- Promote an inclusive environment for all young people
- Experience of working in a team and under limited supervision
- Dynamic, self-motivated and target driven
- Ability to work under pressure and continue to deliver at a high standard
- Self-organised, has an attention to detail and can work to own initiative
- Enthusiastic to learn a wide range of duties
- Good understanding of IT systems and how to use them appropriately to complete duties as required
- Ability to form professional relationships, demonstrating excellent communication skills

Equality and Diversity:

- Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies
- Able to work within a diverse community and draw on individual strengths to promote equality & diversity



HOW TO APPLY

If you would like to apply for this position you will need to apply at <https://www.lincolncityfoundation.com/current-vacancies>

Completing your application

- Please read all the information provided before completing your application.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.
- We do not accept CV's or covering letters

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisting

We only contact those candidates who have been shortlisted for interview. Due to the high volume of applications we are unable to provide feedback to those who are unsuccessful.

Shortlisted applicants for posts are advised that references will be taken up after interview.

Interview Process

- For those people selected for interview you will receive your interview information via email with instructions of what will be required. Please ensure that you confirm whether or not you will be attending the interview, no later than 3 working days after the email has been sent.
- Interviews may contain a variety of tasks in which we are trying to ensure that we test a range of skills and knowledge in order to select the best candidate.
- If you require any reasonable adjustments for the interview to take place then please inform the Foundation when accepting the offer of an interview.
- Interviews may be able to be conducted via Skype / Zoom in certain circumstances

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity
- verification of qualifications and professional status
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS)
- a check against the Barred List
- a Prohibition from Management check (if applicable)
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of the right to work in the UK
- receipt of at least two satisfactory references
- a check for gaps in your employment history
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances
- satisfactory completion of the probationary period.

Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS

Queries

If you have any queries at all about the recruitment process please contact the Foundation on 01522 563792 or enquiries@lincolncityfoundation.co.uk