



HARROGATE TOWN AFC **IN THE**  
**COMMUNITY**



**NEW OPPORTUNITY – National Citizen Service (NCS) Assistant Team Leader – 3 Week**

### **Assistant Team Leader (3 Week) Job Description**

Harrogate Town AFC Community Foundation are looking for passionate individuals who are ready to build up their experience with a demanding role as part of an intensive summer NCS programme.

This role is suitable for a dynamic and confident person with experience of working with groups of young people, and who is able to both motivate them and command their respect.

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

The groups are composed of approximately 12-16 young people and the leader will be expected to work under the direction of the NCS Officer and assist with the pastoral care and support the development of the young people. Previous experience would be welcome but is not essential.

For further details about the NCS Programme you can visit <http://www.wearencs.com>

**Below you will find the specific details about the role. If you have any questions, please email: [community@harrogetownafc.com](mailto:community@harrogetownafc.com)**



# HARROGATE TOWN AFC **IN THE COMMUNITY**



## JOB DESCRIPTION

Ref: NCS 2 – 03/21

Harrogate Town AFC Community Foundation - NCS Assistant Team Leader	
<b>Department</b>	Education
<b>Line Manager &amp; Reporting Procedures</b>	NCS Team Leader, NCS Manager, NCS Officer and Harrogate Town AFC Community Foundation Staff
<b>Contract</b>	Based on work undertaken within the 2 Week programme
<b>Basic pay</b>	Earn upto £1,100 for the Summer 2021 programme
<b>Contract details</b>	<p>You will be allocated a team and a start date.</p> <p><b>Training, planning and induction with your team:</b></p> <ul style="list-style-type: none"><li>• <b>Mandatory training:</b> 5th and 6th June 2021 / meetings up to 3 sessions prior to event.</li><li>• <b>Attend Keep warm activities:</b> Attend a minimum of one Keep Warm Evening (dates to be confirmed).</li></ul> <p><b>On Programme Delivery</b></p> <p><b>Week one</b> (Monday 12<sup>th</sup> July – Friday 16<sup>th</sup> July) – Outward bound residential, FSC Malham Tarn.</p> <p><b>Week two</b> (Monday 19<sup>th</sup> July 2021 - Friday 23<sup>rd</sup> July 2021) – Personal and Social Development, location within Harrogate and District.</p> <p><b>Week three</b> (Monday 26<sup>th</sup> July 2021- Friday 30<sup>th</sup> July 2021) – Social Action Delivery in local area. Varied times as chosen by group.</p> <p><b>Graduation</b> (TBC September 2021) Graduation / Go Party at a location within Harrogate &amp; District from 7pm onwards.</p> <p>(You will be expected to attend the graduation which will be included in the mandatory sessions above. This role would be suitable for anyone interested in youth work or teaching who may wish to develop their skills and expertise in this area as well as benefiting from this experience.</p>
<b>Purpose of the job</b>	<p>As an assistant team leader on this summer's NCS programme with Harrogate Town AFC Community Foundation you will be required to fulfil the Job description below:</p> <ul style="list-style-type: none"><li>• To support, mentor and help develop a team of upto 16 diverse 15-17-year olds during the NCS Summer programme working closely alongside</li></ul>

	<p>your team leader.</p> <ul style="list-style-type: none"> <li>• You are required to support and inspire the participants to commit and give 100% to the programme.</li> <li>• Support and inspire the participants to want to commit to the community projects and take a more active role in their community.</li> <li>• To participate fully and enthusiastically with the participants and maintain the professional face of Harrogate Town AFC Community Foundation NCS project.</li> </ul>
<b>Main Roles &amp; Responsibilities</b>	<p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Supporting the team leader and other delivery staff to ensure a successful programme.</li> <li>• Supporting the team leader with the participants' pastoral care.</li> <li>• To contribute to the development of the programme curriculum for the group to follow.</li> <li>• Utilising your own specific skills to improve the skill set of the young people in the group.</li> <li>• Supporting and delivering with the team leader various personal development, team building and physical activities.</li> <li>• Supporting the development of participants' community projects and helping young people engage with people in their local area.</li> <li>• Collecting photo and video media from team activities, and case studies from team members.</li> <li>• To contribute to regular surveys and feedback sessions during the programme as part of the evaluation process.</li> <li>• To participate in and complete all additional training that is required</li> </ul> <p><b>NCS Activities:</b></p> <ul style="list-style-type: none"> <li>• To provide support during NCS to your allocated team, acting as their mentor and first port of call for any queries.</li> <li>• To ensure appropriate video/photographic footage is taken to record your team's activities.</li> <li>• To ensure that all activities are undertaken in the spirit of NCS' social bond.</li> <li>• To ensure all young people observe rules pertaining to appropriate behaviour and conduct at all times as laid out in the NCS social bond.</li> <li>• To uphold and positively contribute to the credible reputation of Harrogate Town AFC Community Foundation and the ethos of NCS, over the course of all activities associated with the NCS project.</li> <li>• To take action if inappropriate behaviour happens.</li> </ul> <p><b>Residential Event:</b></p> <ul style="list-style-type: none"> <li>• To provide support for the young people, facilitating and leading on their night activities.</li> <li>• To be an active member and ambassador of NCS, taking part in activities where appropriate and demonstrating a 'joining in' team spirit and a 'can do' positive attitude.</li> </ul> <p><b>Social Action Projects:</b></p> <ul style="list-style-type: none"> <li>• To facilitate the delivery of successful Social Action Projects, in consultation with the local communities, with support from the NCS office staff.</li> <li>• To ensure that you and your team adhere to all risk assessment protocols, observing all health and safety requirements.</li> <li>• To ensure any fundraising is done in accordance with collection licences provided and all money donated is given to the intended charity.</li> </ul>

**Guided Reflection**

- To ensure that your group members share NCS experiences and facilitate the daily process of Guided Reflection.

**Training:**

- To attend the team leader training events including first aid, safeguarding children, risk assessment, guided reflection and team building.

**General:**

- To represent Harrogate town AFC Community Foundation during NCS in a professional manner.
- To promote and safeguard the welfare of young people for whom you are responsible and with whom you come into contact.
- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

# Harrogate Town AFC CIO

## PERSONAL SPECIFICATION

Qualifications		Essential	Desirable
<b>Knowledge &amp; Experience</b>			
	Sports qualifications		✓
	Youth work qualifications		✓
	First aid and safeguarding qualifications		✓
	Proven project management experience		✓
	Prior experience of working with teenagers in a supervisory role		✓
	Must be able to demonstrate problem solving skills, ability to motivate, inspire and use your own initiative.	✓	
	Must be able to demonstrate an ability to build a rapport with young people and maintain effective and professional relationships	✓	
	Must be able to demonstrate the ability to effectively and respectfully resolve potential or existing conflicts, showing creativity and resourcefulness.	✓	
<b>Personal Qualities &amp; Skills</b>			
	Have a polite and courteous manner and a personable approach	✓	
	A genuine interest in the welfare of young people and commitment to supporting them throughout the duration of NCS	✓	
	Strong interpersonal skills and good verbal communication skills	✓	
	Ability to remain calm and composed in difficult situations	✓	
	Sound judgement and responsible nature	✓	
	Good organisational and problem-solving skills	✓	
	Ability to lead and work as part of a team	✓	
	Flexible approach to work	✓	
	Commitment to support young people throughout the duration of NCS.	v	
<b>Other Requirements</b>			
	A willingness to learn and develop as an individual, through CPD	✓	
	Applicants must be over the age of 18	✓	
<b>Safeguarding</b>			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All new employees are subject to DBS checks, with our safeguarding officer.	✓	

<b>GENERAL INFORMATION</b>		
<p>The successful applicant must at all times carry out his/her responsibilities with due regard to Harrogate Town AFC Community Foundation policies and procedures.</p> <p>They must act to protect all young people and vulnerable adults that are in their care, following the Foundation's Safeguarding and Child Protection Policy at all times. They must report any misconduct or suspected misconduct to the Safeguarding Manager.</p> <p>The applicant must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst internal and external members of staff.</p> <p>The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Community Foundation and the NCS Programme.</p>		
<b>JOB DESCRIPTION AGREEMENT</b>		
I can confirm that I have read, understand and agree with the job description and that I will adhere to it at all times.		
Staff Member's Name:	Staff Member's Signature:	Date:
Line Managers Name:	Line Managers Signature:	Date: