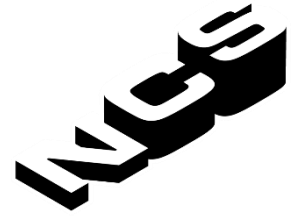




HARROGATE TOWN AFC **IN THE**
COMMUNITY



NEW OPPORTUNITY – National Citizen Service (NCS) Team Leader – 2 Week

Team Leader (2 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



HARROGATE TOWN AFC IN THE COMMUNITY



JOB DESCRIPTION

Ref: NCS 2 – 03/21

Harrogate Town AFC Community Foundation - NCS Team Leader	
Department	Education
Line Manager & Reporting Procedures	NCS Manager, NCS Officer and Harrogate Town AFC Community Foundation Staff
Contract	Based on work undertaken within the 2 Week programme
Basic pay	Earn upto £700 for the Summer 2021 programme
Contract details	<p>You will be allocated a team and a start date.</p> <p>Training, planning and induction with your team:</p> <ul style="list-style-type: none">• Mandatory training: 5th and 6th June 2021 / meetings up to 3 sessions prior to event.• Attend Keep warm activities: Attend a minimum of one Keep Warm Evening (dates to be confirmed). <p>On Programme Delivery</p> <p>Week one (Monday 9th August – Friday 13th August) – Personal and social development based at a community location within Harrogate and District.</p> <p>Week two (Monday 16th August 2021 - Friday 20th August 2021) – Social Action Delivery in local area. Varied times as chosen by group.</p> <p>Graduation (TBC September 2021) Graduation / Go Party at a location within Harrogate & 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>
Purpose of the job	<p>As a NCS Team Leader you shall be responsible for a group of 15/16 NCS Participants and ensuring they complete the NCS Programme in accordance with the NCS delivery contract.</p> <ul style="list-style-type: none">• To keep your group of young people focused and on track with the programme.• To assist in the delivery of activities for participants, and to be responsible for ensuring that young people complete the required 30 hours of social

	<p>action and planning and delivery during weeks three and four.</p> <ul style="list-style-type: none"> • To act as a liaison during the NCS programme for young people aged 15-17 and their parents/ carers with NCS. • To resolve minor issues on a daily basis and to ensure that the NCS Officers are aware of all safeguarding issues.
Main Roles & Responsibilities	<p>Welfare</p> <ul style="list-style-type: none"> • To ensure group harmony and facilitate the group dynamics, tackling any problems and resolving confrontation. • To refer appropriate welfare issues to the NCS Coordinator and ensure the immediate welfare needs of the young people are met. • To ensure all personal information regarding young people is kept confidentially in accordance with data protection requirements. • To ensure the safeguarding of young people is paramount and report any issues to the NCS Manager. • To report any concerns/incidents to the NCS Officers at the earliest opportunity. • To administer basic first aid if required. • To complete the incident report, form at the earliest opportunity incident taking place. • To assist in the administration of medication for young people if required/appropriate. <p>NCS Activities:</p> <ul style="list-style-type: none"> • To provide support during NCS to your allocated team, acting as their mentor and first port of call for any queries. • To ensure appropriate video/photographic footage is taken to record your team's activities. • To ensure that all activities are undertaken in the spirit of NCS' social bond. • To ensure all young people observe rules pertaining to appropriate behaviour and conduct at all times as laid out in the NCS social bond. • To complete the daily NCS attendances registers and report this to the NCS coordinator. • 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. • To take action if inappropriate behaviour happens. <p>Residential Event:</p> <ul style="list-style-type: none"> • To provide support and team leadership for the young people, facilitating and leading on their night activities. • 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. <p>Social Action Projects:</p> <ul style="list-style-type: none"> • To facilitate the delivery of successful Social Action Projects, in consultation with the local communities, with support from the NCS office staff. • To ensure that you and your team adhere to all risk assessment protocols, observing all health and safety requirements. • To ensure any fundraising is done in accordance with collection licences provided and all money donated is given to the intended charity. <p>Guided Reflection</p>

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| | <ul style="list-style-type: none">• To ensure that your group members share NCS experiences and facilitate the daily process of Guided Reflection. |
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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
Knowledge & Experience			
	University degree		✓
	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.	✓	
Personal Qualities & Skills			
	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.	✓	
Other Requirements			
	A willingness to learn and develop as an individual, through CPD	✓	
	Applicants must be over the age of 18	✓	
Safeguarding			
	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.	✓	

GENERAL INFORMATION		
<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>		
JOB DESCRIPTION AGREEMENT		
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: