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Application Pack for:

NCS Assistant Team Leader

summer 2022

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## POST:

## NCS Assistant Team Leader

## SALARY:

£700 per Wave

## LOCATION:

Week 1. Colomendy (North Wales)

Week 2. Warrington

**REPORTING TO:**

NCS Delivery Manager

## CONTRACT:

Seasonal: June 2022 – September 2022

THE PERSON

Are you interested in supporting teenagers through residentials, personal development workshops and social action projects? We’re looking for passionate, enthusiastic, motivated people who want to help young people during summer. No qualifications required but youth work experience is desired.

**WARRINGTON YOUTH ZONE**

Opening in Spring 2022 Warrington Youth Zone will become the new home and evolution of Warrington Youth Club (WYC). WYC was formed in 1930 by a group of parents who were concerned that their children were getting into trouble after school. Over the following five years the group developed into Warrington Boys Club. Warrington Youth Club today is a well-established charity which delivers an open

access Youth Club four nights a week at The Peace Centre, a satellite gym 7 days a week in Warrington Town Centre as well as a wide range of successful

targeted projects including mentoring, employability, and National Citizenship Service (NCS).

This year, our new Youth Zone will open. The state-of-the-art £7.05 million building will provide young people with facilities that are second to none delivering over 20 sporting, artistic, cultural, and general recreational activities each session. They find confidence to aim high and the determination to become who they want to be. They build positive relationships based on being given the space to talk, an understanding of their own self-worth, and a sense of belonging to something bigger. That is why Warrington Youth Zone won’t just be a place to go – but a place to grow. That is the power of exceptional youth work.

**THE ROLE**

NCS is a nationally delivered personal development programme for young people aged 15 – 17 aimed at increasing confidence, personal skills and responsibility whilst ensuring that young people have a fantastic summer for young people.

NCS is run over two weeks. Week 1 is spent in North Wales at Colomendy Activity Centre taking part in outdoor activities , living independently and learning skills such as Enterprise, cooking and first aid. At the end, the young people have a celebration event and receive a certificate.

Week 2 is a social action project based in Warrington. During this week, the young people will plan and deliver a young person led project to give young people an opportunity to give back to their community whilst developing their own skills.

The young people are in groups of 16 and your role is to support the team and ensure that all young people are engaged and taking part in the whole project.

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| **KEY RESPONSIBILITIES** |
| * Work with a group of young people aged 15 + years old on the Warrington Youth Zone National Citizen Service Project, delivering an innovative and quality youth programme. |
| * Support young people from diverse backgrounds and experiences to work together and build friendships and support networks. |
| * Have a developmental approach to working with young people focused on achieving learning outcomes throughout the project. |
| * Facilitate Guided Reflection activities with young people |
| * Have a child centred approach, willing to be adaptable to the needs of the individual and the group. |
| * Understand the issues that affect young people and how to respond to them |
| * Work under your own initiative whilst keeping others informed of key decisions. |
| * Lead and support your Assistant Team Leader |
| * Lead, support and motivate volunteers supporting your group |
| * To identify young people to participate in WYC programmes and refer them on to them. |
| * To ensure that all safeguarding issues are reported to Wave Leader in appropriate time frame and all information is documented. |
| * To motivate, enthuse and inspire young people by creating exciting opportunities throughout the project. |
| * Have an understanding of the need for monitoring and recording information. |
| * Follow safeguarding procedures and health and safety policies and have a clear understanding of professional boundaries when working with young people aged 15+. |
| * To return all equipment borrowed from WYC; phone, t shirt, folder and staff badge and any other additional equipment before Graduation. |
| * To supervise and to support the group and the Assistant Team Leader. |
| * Attend Staff training, Induction, Residential, Community Days and Social Action Project although this is does not limit your duties. |

# PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

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| **SELECTION CRITERIA** | **REQUIREMENT** |
|  |  |
| Experience of working with groups of young people aged 15 - 18, or up to aged 25 with additional needs | Desirable |
| Experience of working with young people from diverse backgrounds and with challenging needs | Essential |
| Experience of residential work with young people and knowledge of potential risks and situations | Essential |
| Experience of team working and working alongside volunteers | Essential |
| Strong commitment to young people and ability to engage and build positive relationships with disengaged young people | Desirable |
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| Understanding of the National Citizen Service | Essential |
| Ability to plan and create interesting & fun sessions for young people | Essential |
| Ability to work within a team and motivate volunteers, as well as use own initiative | Essential |
| Able to work as part of a team and under own initiative | Essential |
| Sensitive to the importance of confidentiality with experience of dealing with a range of sensitive issues | Essential |
| Able to communicate effectively with young people, parents, team members and members of the public | Essential |
| Ability to engage and build positive relationships with young people including disengaged and disadvantaged young people | Essential |
| Knowledge of health and safety, diversity awareness and safeguarding best practice | Essential |
| **QUALIFICATIONS** |  |
| Level 2 Youth Work Qualification | Desirable |
| First Aid qualification | Desirable |
| Evidence of ongoing professional development | Desirable |
| GCSE or equivalent literacy and numeracy | Desirable |
| **SPECIAL REQUIREMENTS** |  |
| A willingness to work unsociable hours | Essential |
| A willingness to cover events, holidays and staff absence | Essential |
| Enhanced DBS clearance. Commitment to Safeguarding children | Essential |

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# APPLICATION PROCESS

To apply, please complete the application from (<https://warringtonyouthzone.org/get-involved/vacancies/>) & return to [recruitment@warringtonyouthclub.co.uk](mailto:recruitment@warringtonyouthclub.co.uk)

In addition, please let us know of any reasonable adjustments we can make to assist you in your application or the selection process.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how Warrington Youth Zone processes your data, go to <https://warringtonyouthzone.org/privacy-policy/>

## CLOSING DATE FOR APPLICATIONS:

**Application closes end of day Friday 8th April, but please apply before this deadline if you are able.**

Warrington Youth Zone’s NCS Assessment Day is Saturday 30th April. Attendance is mandatory

Training will be Saturday 4th & Saturday 11th June. Attendance is mandatory.

**The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.**

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