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**Job Description**

**Job Title:** NCS Team Leader

**Contract Type:**  Fixed term

**Duration:** 6 weeks inclusive of training

**Start date:** 20th July 2015

**Remuneration:**  £800 - £950 (depending on experience)

**Location:** South West England (various locations), West Midlands (various locations)

**Responsible For:** The successful implementation of the NCS Programme to the required Engage4life ethos, standards and outcomes

**Responsible To:** Programme Manager

**Application deadline:** Friday 25th May 2015

**Interviews:**  Commencing Monday 1st June 2015

**Job Overview**

Engage4Life are proud to be a leading provider of the National Citizen Service (NCS). The company was founded on the belief that all young people, regardless of background, can be engaged with and inspired to realise their potential, define their own future and build a stronger society. We believe in the power of youth to make a positive difference not just for themselves, but for their communities, Britain and beyond. We are dedicated to transforming thousands of lives, using the best venues, brands and leaders to inspire a generation.

Engage4life is looking for exceptional team leaders across the South West and West Midlands of England to lead a team of up to 15 young people through the government’s flagship initiative – the National Citizen Service programme. This is an ideal opportunity for people who are committed to making a difference to young people, the local community and who wish to gain an invaluable insight into planning and delivering a project to deadlines. You will also have a number of paid assistants and volunteers who will contribute to delivering the programme whilst having the full support of the Programme Manager and the Programme Team.

We are seeking enthusiastic, motivated and innovative individuals who can deliver the NCS programme following the Engage4Life ethos and core values. Your commitment will be flexible in terms of hours and locations as detailed within the summer 2015 programme timetable.

**The Role**

As a NCS Team Leader your job will include but not be limited to the following:

* Effectively communicate the NCS / E4L ethos to all young people, parents, guardians and stakeholders using social media, telephone and face to face contact
* Inspire, motivate and challenge young people throughout the duration of the programme and beyond
* Ensure all young people who have signed up, attend the programme and complete all activities to achieve the required outcomes
* Undergo intensive training to enable you to lead your team of no more than 15 young people to successfully complete the programme content and structure

**Responsibilities**

* Develop working relationships with colleagues and stakeholders
* Communicate information and knowledge
* Plan, allocate and monitor the work of your team
* Set objectives and provide support for team members
* Manage and support equality of opportunity, diversity and inclusion in your own area of responsibility
* Support team members in identifying, developing and implementing new ideas
* Manage conflict in a team
* Lead and manage meetings
* Participate in meetings
* Make effective decisions
* Submit reports and documents as necessary
* Manage knowledge in own area of responsibility
* Procure supplies as directed by your line manager
* Manage customer service in your area of responsibility

**Key Competencies**

The position of team leader involves a high level of competence in the following areas:

* Enthusiasm, passion and commitment for the NCS programme and E4L the company
* Ability to work independently and remotely in a responsible and effective manner
* Ability to effectively coordinate your team and liaise with your line managers
* Excellent organisation and communication skills
* Knowledge of your local community and third sector organisations is desirable.
* Excellent administration skills, including ability to use all Microsoft Office Applications

**Notes:**

* All applicants are subject to a DBS check prior to working with Engage4Life
* All applicants will be required to attend a training week prior to programme start date

Salary and Benefits

* £800 - £950 for 6 weeks, dependent on experience and suitability
* Leadership training and personal development opportunities
* Unique youth work and residential experience
* Opportunity for full time employment post-summer.

**How to apply**

Check out the Engage4life website <https://engage4life.co.uk/join-the-team/> for further details and complete the on-line application form for the position of ‘Team Leader’.

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| **NCS SUMMER 2015 PROGRAMME STAFF OVERVIEW**  |
| **STAFF TRAINING** |
| **20th and 21st July**  | Staff training – regionalised  |
| **KEEP WARM** |
| **22nd – 23rd July**  | Contact your team, organize and deliver an engagement activity |
|  **PHASE 1 PREPARATION**  |
| **24th, 25th and 26th July**  | Staff training, prepare accommodation, manage transport and arrival of young people from South West and West Midlands  |
| **PHASE 1** |
| **27th – 31st July**  | Programme delivery start (Swansea, residential)  |
| **PHASE 2** |
| **3rd – 7th August**  | Programme delivery (home community and South Wales locations, part residential) |
| **PHASE 3** |
| **8th – 31st August**  | Social action project planning and delivery (home community)  |
| **GRADUATION** |
| **Early September**  | Celebration event for all graduates |