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**Job Description**

**Job Title:** NCS Team Leader Assistant

**Contract Type:**  Volunteer

**Duration:** 6 weeks inclusive of training

**Start date:** 20th July 2015

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

**Responsible For:** Supporting Team Leaders in successful implementation of the NCS Programme to the required Engage4life ethos, standards and outcomes

**Responsible To:** NCS Team Leader and Programme Manager

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

**Selection Day:**  Thursday 28th May or Friday 29th May 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 volunteers across the South West and West Midlands of England to assist a team of up to 15 young people through the government’s flagship initiative – the National Citizen Service programme. The programme offers huge personal development and enables volunteers to gain skills by closely supporting the Team Leaders. As a Team Leader Assistant you will be part of a small team led by two Team Leaders delivering the programme through Engage4Life’s delivery framework.

We are seeking enthusiastic, motivated and innovative individuals who can support the delivery of 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 an NCS Team Leader Assistant your role will include but not be limited to the following:

* Support the NCS Team Leaders in guiding up to 15 young people (your team) through the NCS journey
* Effectively communicate the NCS ethos to young people
* Inspire, motivate and challenge young people throughout the duration of the programme and beyond
* Support and where possible, lead activities and reflection with your team members
* Assist in completing administration tasks required by the Programme Team

**Responsibilities**

* Support Team Leaders to make sure that every day runs smoothly and young people are getting the best from their NCS experience
* Assist in supervising young people whilst travelling to and from venues
* Assist in supervising young people during activities
* Support the planning and delivery of social action projects in your local community
* Help in completing necessary admin tasks

**Key Competencies**

The position of team leader assistant involved competence in the following areas:

* You will be a motivated and vibrant individual looking for experience of working with and engaging young people. You may be looking to broaden your experiences or enhance your CV. For example you may be a trainee or fully qualified teacher, sports team coach or youth worker. NCS Graduates are encouraged to apply.
* Enthusiasm, passion and commitment for the NCS programme
* Ability to work independently and remotely in a responsible and effective manner
* Desire to improve leadership skills and confidence

**Notes:**

* All volunteers 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

Benefits

* Leadership training and personal development
* Skills development to boost your CV
* Unique youth work and residential experience

**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 Assistant’.

**Selection Days**

If your initial application is successful, you will be asked to attend a Selection Day on Thursday 28th or Friday 29th May. Final decisions for candidates will be made after a review of this process.

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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 |