

## **UFA NCS Team Assistant**

Our Team Assistants support, mentor and help develop NCS participants through a programme of personal development and implementation of a community project. Working closely alongside your Team Leader you will have a unique opportunity to work with a diverse group of sixteen and seventeen year olds combining residential and non- residential experiences.

This role may be suited for individuals who are planning to progress into a career working with young people who want to gain some practical experience and further develop their skills in this area.

The NCS programme is delivered across summer. Team Assistants can choose one or more programmes to be part of. We are looking for Team Assistants who can commit to working with their team of fifteen young people, for at least one programme.

The first five days in summer will be based at a residential outdoor activity centre alongside specialist instructors and Team Leaders. The second five days the following week will be a residential based at a university where you will support the programme delivered by your Team Leader. We would also like you to attend the team's Celebration event.

New Team Assistants will be expected to attend a compulsory two day training programme that will be held on weekends in May or June for the summer programme. Returning Team Assistants will be expected to attend a compulsory three hour update and refresher training session, these will be held in an evening or on a Saturday prior to the start programme. As well as attending 'Ready to Go' Session prior to commencement of the programme.

## **Responsibilities of the Team Assistant**

### **The Team Assistant will:**

- Work alongside the team leader, to support and develop your group of young people through a structured programme of activities.
- Be a positive role model at all times.
- Assist the Team Leader with the participants' pastoral care.
- Encourage and support your group of young people through any unforeseen challenges and setbacks.
- Assist the team leader to facilitate various personal development activities.
- Facilitate some ice breaker or energiser activities and assist or run evening activities on the residential.
- Work alongside the Team Leader to inspire and motivate the young people in your group encouraging their involvement and participation.
- Travel with, stay with and support your group through the residential phase of the programme.
- Ensure the participants remain safe and adhere to Health and Safety guidelines throughout the programme.
- Complete any administration duties as directed by the Team Leader.
- Support the development of participants' social action projects.

## About You

Candidates must demonstrate the following skills and characteristics:

### Essential

- Belief in young people and in helping them take more active roles in their communities.
- Able to build rapport and empathy with young people, aged 16 -17, from range of backgrounds.
- Experience of motivating a team.
- Good spoken and written communication skills.
- A responsible attitude.
- Be a team player and willing to participate as part of the team.
- Ability to remain calm in difficult situations and whilst tired or stressed.
- Have a sense of humour and a positive outlook.

### Beneficial

- Experience of working directly with young people with disabilities and or challenging behaviours.
- Experience working directly with young people (either in voluntary or paid capacity).
- Facilitating activities with young people.
- Experience in a residential youth environment (e.g., youth camp, scout camp, boarding school etc.)
- Experience of running a community/ social action project.
- Well organised and proficient in the use of IT.
- Basic Knowledge of Safeguarding, Health and safety, Data protection.

### Further details

This is an excellent opportunity be involved in an exciting programme that has tangible results and which creates memorable experiences for young people that could last a lifetime. The role is intensive but highly rewarding for the right individuals. It allows you to work closely with young people, develop your leadership skills and experience and together with providing opportunities to organise and facilitate the delivery of high quality UFA programmes.

### Payment

- The payment for the summer programme ranges between £430.50 and £574.70 (gross, based on National Minimum Wage), depending on your age (see table below). The payment will made at the end of your contract on evidence of your successful completion of the project.

Age	Salary for 2 week programme (in addition, accommodation and food are provided for the residential weeks.)
25 and over	£574.70
21 to 24	£539.00
18 to 20	£430.50

- Basic Rate income tax and NI will be deducted from the final amount.
- You will be paid through pay roll unless you are able to provide evidence that you are self-employed and able to make your own Tax & NI contributions.
- If you are already in a school/organisation based role and you have agreed with them that you can be seconded/released to be able to take on the role as set out above then we will pay the school directly on submission of an invoice. You will need to negotiate any honorarium or additional days' pay with your school prior to applying.

<b>Area</b>	<b>Wave</b>	<b>Dates</b>
Newquay	Wave 1	Commences on 1 <sup>st</sup> July
Newquay	Wave 2	Commences on 15 <sup>th</sup> July
Newquay	Wave 3	Commences on 29 <sup>th</sup> July

### **Safeguarding Statement and Requirements**

UFA is committed to safeguarding and promoting the welfare of young people taking part in the programme. We expect all staff to share this commitment.

As part of this commitment to provide a safe environment for our young people, we require all candidates to return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. UFA will assist the application and for the processing of, a new DBS for staff members where required.

We also require two satisfactory references, including your current or last employer. Referees can be employers or anyone to whom you are known in a professional or academic context.

### **Criminal Record Disclosures**

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not in itself, debar that person from being appointed to this post. Candidates will be given an opportunity to provide us with information on their criminal record. This information will be handled sensitively. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying. If you would like to speak to someone in confidence about declaring a criminal conviction or disciplinary sanction please contact [mshellis@ufa.org.uk](mailto:mshellis@ufa.org.uk), Designated Safeguarding Officer.