

## **UFA NCS Team Leader**

We are recruiting Team Leaders to lead teams of sixteen and seventeen year olds through our NCS programme. We are looking for passionate individuals with either experience of working with groups of young people or the desire to learn.

The Team Leader is there to be a positive role model, to coach and motivate a team of up to 15 diverse young people. Your role will require you to support, stretch and maximise the learning for all the participants throughout the NCS Programme.

We are very proud of our strong reputation and have high expectations of all our staff and firmly believe that great team leaders are absolutely essential for the successful delivery of the NCS programme.

The first five days in summer will be based at a residential outdoor activity centre alongside specialist instructors. The second five days the following week will be a residential based at a university or festival where you will lead the programme supported by an experienced Wave Leader. The third five days are non-residential and will be based at a local centre, during this week the team will plan a social action project of 30 hours which will be delivered during the next week. Team Leaders will support and lead their Team Assistants to ensure the successful delivery of the NCS experience.

We are looking for Team Leaders who can commit to working with their team of 15 young people, for the entire length of the programme.

New Team Leaders will be expected to attend a compulsory 2 day training programme that will be held in May or June for the summer programme. As well as attending 'Ready to Go' Session and online training prior to commencement of the programme.

## **Responsibilities of the Team Leader**

### **The Team Leader will:**

- Lead your group of young people through a structured programme of activities at each phase of the programme.
- Inspire and motivate the young people in your group to remain fully committed to the NCS programme throughout.
- Be a positive role model at all times.
- Plan, prepare and facilitate the set UFA programme.
- Provide pastoral care, guided reflection and discipline of young people especially those within their team.
- Supervise young people on coach journeys.
- Maintain contact with the young people in your group via text or phone call prior to commencement of each session to ensure continued attendance & commitment of team members.
- Work alongside, guide and support other staff allocated to your team.
- Ensure the participants remain safe and adhere to Health and Safety guidelines, throughout the programme and during their social action project phase.
- Live with and support participants in residential activities in the residential aspects of the programme. This will include supervision of evening activities and dorms.
- Complete all administrative paperwork relating to the programme to set deadlines.

- Liaise regularly with your Wave leader to keep them informed of any issues and progress.
- Undertake monitoring and evaluation if required.
- Support and maintain contact, meet face to face and be available to support your team during the planning and delivery of the 'Make a Difference' project.

## About you

**Candidates for the role of Team Leader must demonstrate the following skills and characteristics:**

### Essential:

- Belief in young people and in helping them take more active roles in their communities.
- Experience of facilitating small group discussions and reflecting on learning.
- Passion/interest in building stronger communities and seeing change in society.
- Well organised.
- Sound judgement and a responsible attitude.
- Rapport and empathy with young people.
- Interested in young people's personal development.
- Able to lead and work as part of a team.
- Strong interpersonal & communication skills.
- A sense of humour.

### Beneficial:

- Success in managing and motivating people in challenging environments.
- Experience of working in partnership with youth or diverse community organisations.
- Experience in a residential youth environment (e.g., youth camp, scout camp, boarding school etc.)
- Experience of UFA activity/ethos.

## Payment

- The remuneration package for **4 week programme** is £1800 (gross) includes a payment up to the value of £150 for any expenses you incur during the programme. The payment will be made at the end of your contract on evidence of your successful completion of the project by auditable registers.
- The Remuneration package for **3 week programme** is £1350 (gross) includes a payment up to the value of £150 for any expenses you incur during the programme. The payment will be made at the end of your contract on evidence of your successful completion of the project by auditable registers.
- Basic Rate income tax and NI will be deducted from the final amount.
- You will be paid through pay roll (PAYE) 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/organisation directly on submission of an invoice. You will need to negotiate any honorarium or additional days' pay with your school or employer prior to applying.

<b>Area</b>	<b>Wave</b>	<b>Dates</b>	<b>Make a Difference</b>
Northampton	Wave 1	1 <sup>st</sup> July – 19 <sup>th</sup> July	20 <sup>th</sup> – 28 <sup>th</sup> July (30 hours)
Northampton	Wave 2	8 <sup>th</sup> July – 26 <sup>th</sup> July	27 <sup>th</sup> July – 4 <sup>th</sup> August (30 hours)
Northampton	Wave 3	15 <sup>th</sup> July – 2 <sup>nd</sup> August	3 <sup>rd</sup> – 11 <sup>th</sup> August (30 hours)
Northampton	Wave 4	22 <sup>nd</sup> July – 9 <sup>th</sup> August	10 <sup>th</sup> – 18 <sup>th</sup> August (30 hours)
Northampton	Wave 5	29 <sup>th</sup> July – 16 <sup>th</sup> August	17 <sup>th</sup> – 25 <sup>th</sup> August (30 Hours)
Northampton	Wave 6	5 <sup>th</sup> August – 23 <sup>rd</sup> August	24 <sup>th</sup> August – 1 <sup>st</sup> September (30 hours)
Durham	Wave 1	Commencing on 5 <sup>th</sup> July	(30 hours)
Durham	Wave 2	Commencing on 9 <sup>th</sup> July	(30 hours)
Durham	Wave 3	Commencing on 22 <sup>nd</sup> July	(30 hours)
Durham	Wave 4	Commencing on 29 <sup>th</sup> July	(30 hours)
Durham	Wave 5	Commencing on 5 <sup>th</sup> August	(30 Hours)
Milton Keynes	Wave 1	1 <sup>st</sup> July – 19 <sup>th</sup> July	20 <sup>th</sup> – 28 <sup>th</sup> July (30 hours)
Milton Keynes	Wave 2	8 <sup>th</sup> July – 26 <sup>th</sup> July	27 <sup>th</sup> July – 4 <sup>th</sup> August (30 hours)
Milton Keynes	Wave 3	15 <sup>th</sup> July – 2 <sup>nd</sup> August	3 <sup>rd</sup> – 11 <sup>th</sup> August (30 hours)
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Milton Keynes	Wave 6	5 <sup>th</sup> August – 23 <sup>rd</sup> August	24 <sup>th</sup> August – 1 <sup>st</sup> September (30 hours)
Suffolk	Wave 1	1 <sup>st</sup> July – 19 <sup>th</sup> July	20 <sup>th</sup> – 28 <sup>th</sup> July (30 hours)
Suffolk	Wave 2	8 <sup>th</sup> July – 26 <sup>th</sup> July	27 <sup>th</sup> July – 4 <sup>th</sup> August (30 hours)
Suffolk	Wave 3	15 <sup>th</sup> July – 2 <sup>nd</sup> August	3 <sup>rd</sup> – 11 <sup>th</sup> August (30 hours)
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Suffolk	Wave 6	5 <sup>th</sup> August – 23 <sup>rd</sup> August	24 <sup>th</sup> August – 1 <sup>st</sup> September (30 hours)
Wiltshire	Wave 1	1 <sup>st</sup> July – 19 <sup>th</sup> July	20 <sup>th</sup> – 28 <sup>th</sup> July (30 hours)
Wiltshire	Wave 2	8 <sup>th</sup> July – 26 <sup>th</sup> July	27 <sup>th</sup> July – 4 <sup>th</sup> August (30 hours)
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### **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.