

UFA NCS Wave Leader

We are recruiting Wave 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.

The Wave 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 Wave Leaders who can commit to working with young people, Team leaders and Team Assistants, for the entire length of the programme.

Wave 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 Wave Leader

1. To contribute to the effective planning and preparation for your assigned Wave, including any necessary site visits
2. To represent your Wave of the UFA's NCS programme, attending pre delivery training and meetings with the Wave team, parents and participants.
3. To provide leadership to the Wave team, managing, monitoring and reviewing their performance to ensure high quality delivery and successful completion of the programme.
4. To maintain appropriate levels of communication between the residential leadership team, team leaders, volunteers, UFA staff and young people on your programme, providing on-going support/information where required.
5. To provide the focal point of contact for both residential phases of the Wave, liaising with parents/carers as appropriate should it be necessary to do.
6. To work with the Team Leaders to plan, prepare and deliver the set UFA programme, managing the timetable to ensure the programme runs to schedule.

7. To guide, supervise and manage your Wave team throughout the programme, maintaining regular contact through the non-residential phases and daily meetings and reviews during the residential phases.
8. To welcome the young people to the residential, ensuring each residential venue is prepared for the participants and all practical issues have been addressed prior to their arrival.
9. To provide the supervision, guidance and support to your Wave team to ensure high quality facilitation, guided reflection and pastoral care for all participants.
10. To effectively handle day to day issues during your Wave, taking appropriate decisions and action to deal promptly with any problems as they arise.
11. To ensure the safety, welfare and inclusion of the young people on your Wave at all times, ensuring risk assessments are in place for each phase, dealing promptly with any safeguarding issues.
12. To co-ordinate delivery of the social action projects, liaising with Community groups, whilst maintaining contact with team leaders, providing support and guidance to ensure young people remain engaged, project aims and targets are met.
13. To attend and contribute to the planning and preparation of the Graduation event, ensuring that any display/presentation materials are organised in.
14. To liaise regularly with the project manager, keeping them informed of any issues and progress of your group.
15. To ensure all required documentation, records and reporting requirements are completed accurately by the team leaders and submitted within the required timescales.
16. To ensure all personal information regarding young people is kept confidentially in accordance with data protection requirements.
17. To ensure that all activities operate within the UFA and NCS guidelines and procedures, in particular child protection, health and safety and equal opportunities.
18. To carry out such other duties as are within the scope and spirit of the programme, in line with UFA & NCS policies, procedures and practices

Special Conditions

The post holder will be expected to:

- *undertake duties outside normal hours, at weekends and in the evenings.*
- *be available for and work all phases of the NCS programme as outlined in the contract of employment*

Person specification

Job Title: NCS Wave Leader

Knowledge and Experience

- Previous experience leading, managing or supervising staff
- Experience working directly with teams of young people, including those with challenging behaviour
- Experience of leading or co-ordinating the work of a group of young people to achieve a specified outcome
- Previous experience in a residential youth environment (e.g. youth camp, scouts, boarding school)
- Experience of making decisions under pressure
- Knowledge and understanding of safeguarding and child protection issues
- Experience of the NCS programme

Skills and Abilities

- Excellent communication skills and ability to communicate effectively with a wide range of people
- Highly organised with good attention to detail
- Ability to co-ordinate the work of various individuals, groups or partners involved in a project to meet targets
- Strong interpersonal skills, with ability to work effectively with a wide range of individuals, including young people
- Ability to deal effectively with emotionally challenging situations
- Rapport and empathy with young people
- Ability to lead and work as part of a team
- Ability to work effectively under pressure and manage multiple priorities.
- Ability to use judgement in decision making and remain calm in difficult situations
- Good IT skills

Training

- To undertake any training required for the position.

Other

- A genuine interest in young people's personal development
- Passion/interest in building stronger communities and seeing change in society
- Full UK driving license and access to a car is necessary
- This post requires an enhanced DBS check

About you

Candidates for the role of Wave 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 of £2000 (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.

Area	Wave	Dates	Make a Difference
Wiltshire	Wave 1	1 st July – 19 th July	20 th – 28 th July (30 hours)
Wiltshire	Wave 2	8 th July – 26 th July	27 th July – 4 th August (30 hours)
Wiltshire	Wave 3	15 th July – 2 nd August	3 rd – 11 th August (30 hours)
Wiltshire	Wave 4	22 nd July – 9 th August	10 th – 18 th August (30 hours)
Wiltshire	Wave 5	29 th July – 16 th August	17 th – 25 th August (30 hours)
Wiltshire	Wave 6	5 th August – 23 rd August	24 th August – 1 st September (30 hours)

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 dcoyle@ufa.org.uk or hbentley@ufa.org.uk, Designated Safeguarding Officer.

Equal Opportunities Statement

The AoY is committed to a policy of equality of opportunity in its employment practices.