



NCS Team Leader

Application Information Pack including
Job Description and Person Specification



INTRODUCTION

Hello and thank you for your interest in joining the Future Foundations team.

Our mission at Future Foundations (FF) is to inspire young people to achieve their full potential and become leaders in their lives and within society.

Our vision is a society where all organisations are led by socially conscious people, with every young person making the transition into adulthood with the foundations they need for their future.

FF is an independent training organisation which believes in the power of people. We have worked with over 10,000 individuals between the ages of 10 and 24 in the last ten years and have established a reputation for impact, for our incredible facilitators, and for our ability to motivate young people to achieve their full potential.

In our 13th year, FF is at an exciting and critical point in our growth and development.

We are looking for a hardworking, experienced people to coordinate the engagement of NCS participants and join the Summer 2019 NCS Team.

To give you a deeper insight into FF and the role, this application pack includes further information about the company, the job description, the type of person we're looking to find and the remuneration and benefits package for the position.

We look forward to receiving your application.



Jon Harper
Chief Executive Officer



Pete Cuff
Chief Operating Officer

OUR PRINCIPLES

Our approach to the design and delivery of our programmes is guided by our principles. We challenge our facilitators and the young people we work with to commit to these principles, which we believe are pivotal to becoming leaders in their lives and society. We also live and breathe these responsibilities in our working environment: we practice what we preach.



**Take
Responsibility**



**Pursue your
Passions**



**Be
Authentic**



**Contribute your
Talents**



**Enjoy the
Journey**

OUR CLIENTS & PARTNERS

Future Foundations is proud to work with a wide variety of organisations, from government department and directly funding government programmes, companies and not for profits, universities and colleges, and schools up and down the UK and internationally.

Here are just some examples of our clients, and a full list can be found on [our website](#).





JOB DESCRIPTION

Do you want the experience of a life time? Join the NCS Summer Programme to become part of an amazing team that inspires and challenges 16-17 year olds.

About NCS:

National Citizen Service (NCS) is a fantastic programme which brings together 16-17 year olds from different backgrounds to learn new skills and to make a difference within their local communities. NCS is an inclusive, part-residential programme aimed at increasing participant's leadership, teamwork and communication skills as well as developing trust, responsibility, understanding and empathy. Young people work in teams of up to 15 over four weeks to develop skills to undertake an impactful social action project in their local community.

Summary of Role:

To facilitate sessions and lead a team of up to 15 diverse 16-17 year olds, empowering them to create a social action project that has a positive impact in their local area. This role is working closely with a Team Mentor, leading and coaching the team, enabling the team members to reach their full potential. Your 4-week role will require you to support, stretch and maximise the learning outcomes of the participants throughout the whole National Citizen Service (NCS) summer programme (Weeks 1 to 3), and mentoring your team throughout the delivery of their social action project (Week 4). Attending NCS warm up events is an expectation of the participants. These events aim to help the young people overcome any nerves and start relationship building. Staff attending warm up events will be paid additionally for this.

The duration of each NCS programme is 4 weeks, we refer to these as waves. Should you be successful, you must be available to work for a full wave as we do not ordinarily grant permission for absences. Please consider this before submitting an application. All positions are regionally based.

Reporting to: NCS Wave Manager and Phase Director

Location:

- **Week 1** at an outdoor residential centre – camping at Oaklands Manor, Buxton

- **Week 2** at an indoor educational facility – Worksop College, Worksop
- **Weeks 3-4** non-residential locations are in Chesterfield, Retford, Worksop, Tuxford and Newark (programme dependent)

Out of area bursaries are available to experienced staff to assist with relocating to deliver the programme. This is not designed to cover all costs. In previous years, out of area staff have worked together to find accommodation together to find a good deal. Future Foundations are unable to help you with finding accommodation, and would suggest booking early. Each bursary must be applied for and is assessed on a case by case basis:

Available Wave dates:

Programme	Location(s)	Week 1	Week 2	Week 3	Week 4
Wave 1	Chesterfield, Worksop and Newark	24th - 28th June	1st - 5th July	8th – 12th July	15th – 19th July
Wave 2	Chesterfield	1st - 5th July	8th – 12th July	15th – 19th July	22nd – 26th July
Wave 3	Chesterfield, Retford and Newark	8th – 12th July	15th – 19th July	22nd – 26th July	29th July – 2nd Aug
Wave 4	Worksop and Tuxford	15th – 19th July	22nd – 26th July	29th July – 2nd Aug	5th – 9th Aug
Wave 5	Chesterfield, Retford and Newark	22nd – 26th July	29th July – 2nd Aug	5th – 9th Aug	12th – 16th Aug
Wave 6	Worksop and Tuxford	29th July – 2nd Aug	5th – 9th Aug	12th – 16th Aug	19th – 23rd Aug

Working Multiple Waves

Please note, that we welcome applications to work on several waves. However, we will be ensuring that staff has a one week break between waves to ensure that staff are fully rested and prepared for their next contract. We would only consider staff working back to back waves if absolutely necessary.



Remuneration:

The remuneration is £1605 OTE.

This includes the basic salary of £1350, a separate one off payment of £180 on completion of all mandatory training and an additional bonus of up to £75 which is made up of a £5 payment per team member who graduates from the whole wave. This means that all TLs will receive the same amount across the wave, as it is a whole team effort to support young people to complete the programme. In order to qualify for this additional bonus Graduates must have completed the required number of hours, which you will oversee, and all paperwork must be completed correctly and on time.

This bonus will be assessed and paid once the programme has finished.

This bonus will only be paid if all registers are completed on time for each week and completed correctly to meet all NCS requirements. You will receive training on requirements for registers and expectations of deadlines. Any failure to meet these requirements will be reflected in the bonus agreed.

Please note that if you choose to work multiple waves during the summer, you will only be paid for attending the mandatory training once.

Attendance of all of the following is included in this role:

Assessment days will be held on:

- Saturday 23rd February - Chesterfield
- Saturday 16th March – Newark
- Sunday 7th April - Chesterfield

All staff must attend one assessment day, either in Newark or in Chesterfield

Mandatory Training dates:

- Compulsory residential staff training weekend – **Friday 14th June (evening: 5.30pm) - Sunday 16th June**
- Training will be held at Kingswood Dearne Valley and all staff are expected to attend the whole training weekend



Safeguarding and Behaviour training day:

it is mandatory for all staff to attend to one of the dates listed below:

- Saturday 27th April - Chesterfield
- Saturday 18th May – Newark

NEW FOR 2019: Mandatory training will **paid separately** – Team Leaders will be paid an additional £180 on completion of the 3 days training outlined above

First Aid Training:

Any staff who do not currently hold an Emergency First Aid at work Qualification or equivalent will be expected to attend this First Aid training session or arrange their own. Staff will not be paid to attend this course but Future Foundations will pay for the qualification for staff attending on the First Aid training we have arranged. If you choose to arrange your own training, Future Foundations will not cover the costs of this qualification.

- The Future Foundations First aid training will be held on **Saturday 22nd June in Chesterfield**

We expect all staff to attend the training or arrange their own training. It is a requirement that all our staff hold first aid at work qualification. Please include in your application if you already have a valid First Aid Certificate.

Completion of e-learning pre-programme:

This is a mandatory requirement from the NCS Trust, and no staff can go out on programme without having completed all online modules

FF deadline for completion is 9th June 2019

Programme attendance of the following:

- Week 1 Outdoor centre – camping at Oaklands Manor, Buxton
- Week 2 Local residential – Worksop College, Worksop
- Week 3 Local non-residential
- Week 4 Local non-residential



- Graduation – dates for each location TBC for a date in September 2019 – each team leader will be required to work for a half day

Additional work that will be paid separately on completion:

- Keep Warm events, such as bowling, quiz nights and meet your team

NEW FOR 2019: – Keep warm events will be paid separately if you are needed to attend (each Team Leader is expected to attend 1 event where possible). Keep warm events will be advertised as separate work packs and will take place between January and June 2019

- Bag Drop before departure (date is programme dependent) – is dependent on region and will be paid additionally if required

Expected outcomes from the role:

- To support and inspire the participants to commit to and give 100% to the programme.
- A well supported, successful and sustainable Social Action project run by your team in their local area.
- To have participated fully and enthusiastically with the participants and maintained the professional face of the FF-NCS programme.
- All team members to complete their hours and be able to Graduate.

Main Responsibilities:

Safeguarding

- Supporting and working to provide pastoral care of the participants.
- To oversee and ensure the inclusion, safety, support and general welfare of the team
- To deal with and manage any difficult, challenging or concerning behaviour, with the support of and liaising with the Wave Manager where appropriate.

Lead a team through the residential and non-residential NCS Summer Programme

- Supporting and delivering personal development, team building and physical activities.
- Delivering guided group and individual reflection with participants.
- Working with the Wave Manager or Phase Director to ensure that participants stay on the programme, and eventually graduate.
- To contribute to regular surveys and feedback sessions over the programme as part of the evaluation process.



- Mentoring and supporting the volunteers.
- For the NCS participants to recognise their natural strengths, talents and how they have grown as individual and as a team.
- To participate and complete all additional training that is required (online resources).

Mentoring the participants' development of their community projects and helping young people engage with people in their local area

- Providing expertise in how to successfully engage and work with the local community
- Providing constructive criticism and problem solving to further challenge and develop the participants' community projects.
- To motivate the participants to complete/embed their community projects on time and consider developing them in their own time after the NCS programme has finished.
- Provide support and guidance to the participants during the delivery of their social action project during week 4.
- Help participants prepare for presenting their community projects at the NCS graduation event.

PERSON SPECIFICATION

Skills and experience

Essential

- An understanding of the needs and what engages and gains the respect of 16-17 year olds.
- Basic knowledge of your local region / community or a willingness to learn about what is going on in your community.
- Basic communication and team building skills.
- Ability to empathise and communicate appropriately with teenagers.
- Organisational and decision making skills.
- Able to maintain a calm persona in stressful situations.
- Working in a fast-paced and demanding environment.

Desirable

- Spent time either volunteering, working with teenagers, ideally 16 year olds.
- Experience working in a residential setting.
- Experience of working directly with young people with disabilities .
- Willingness to develop project management and leadership skills.
- Working and delivering sessions with young people.
- A current first aid qualification. Please indicate on your application if you have a valid First Aid Certificate.

Personal Attributes

- A passion and enjoyment around working with teenagers.
- Solution based thinker – Natural positive mind-set.
- Natural people person, good at bringing the best out of people.
- Ownership – ability to take ownership of tasked areas of responsibility.
- Ability to empathy with teenagers and refrain from making judgment or bringing prior negative experiences into a clean working environment.
- Willingness and openness to learn new skills and ways of working with young people.
- Ability to remain calm and collected and manage a team whilst tired or stressed.
- Must be willing to participate fully and enthusiastically in the outdoor activity week which includes camping, survival skills and other challenging outdoor activities.

The role will require an enhanced DBS disclosure check and an understanding of Safeguarding.

This role will require you to be over 18 year old due to the level of responsibility.



APPLICATION PROCESS

Please apply through our work packs if you have worked for us previously OR on our website:

<https://www.future-foundations.co.uk/join-our-team/>

There are six waves (six separate programme start dates). You only need to apply once for the role advertised, we will then contact you to see which waves you are available for.

Applications are reviewed on a rolling basis until positions are filled so we suggest you apply early to avoid disappointment.

Please note: This role is offered subject to Ingeus, our Regional Delivery Partner, recruiting the forecast participant numbers. We will advise if we believe they are unlikely to be able to reach their predicted numbers.

All job offers are conditional on satisfactory completion of all pre-employment checks including references, health and criminal record checking. On invitation to interview/assessment day you will be required to complete a Self-Disclosure form and bring identity documents. Please refer to our full safer recruitment and safeguarding policies hosted on our website: <https://www.future-foundations.co.uk/what-we-do/managing-safety/our-policies/>

Contact us:

If you have any questions about this role please contact Amy Wadsworth, NCS Programme Manager, by emailing amy.wadsworth@future-foundations.co.uk

Good luck with your application!

Safeguarding Statement

Future Foundations works with children as part of its activities.

Our full policy can be read online [Safeguarding Policy](#)

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Safe Recruitment

The safety and well-being of young people on our programmes is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm. We operate a Safer Recruitment policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children.

All applicants must:

- Explain any gaps in their employment history
- Explain satisfactorily any anomalies or discrepancies in the information given
- Declare any information that is likely to appear on a DBS disclosure through a Self-Disclosure Form
- Provide a minimum of 2 references including a previous employer
- Complete and Enhanced DBS check

Please also refer to our full [Safer Recruitment Policy](#)