



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	NCS Team Leader	Job Reference: PNE - 1082
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Employment	Casual/Temporary	
Salary	£800 - £2000 (Dependant on Age, Role and number of weeks worked). Bonus incentives also available – will be discussed at interview.	
Closing Date	Friday 27 th March 2020 *Due to high levels of interest this post may close early, so earlier application is advised*	

How to apply:

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to jobs@pne.com with subject title Reference 'PNE 1082' or post to:

F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU

Interview dates:

If successful applicants will be contacted within 14 days to organise an interview.

NCS Team Leader
 Job Description \ Person Spec
 PNE Community and Education Trust
 Preston North End FC



JOB DESCRIPTION	
1. Job Title	NCS Team Leader
Salary / Benefits	Travel, accommodation and food will be provided during the two overnight residential's.
Hours of Work	<p>Two four night, five day residential's on:</p> <p>Wave 1:</p> <ul style="list-style-type: none"> • Week 1: Monday 6th July – Friday 10th July • Week 2: Monday 13th July – Friday 17th July <p>Non-residential days: 20th July – 25th July</p> <p>Wave 2:</p> <ul style="list-style-type: none"> • Week 1: Monday 3rd August – Friday 7th August • Week 2: Monday 10th August – Friday 14th August <p>Non-residential days: 17th August – 21st August</p> <p>There is an opportunity to work on both waves throughout the summer if the applicant wishes to do so – this can be discussed at interview.</p> <p>The successful applicants will also be required to attend a compulsory in-house training day, one keep warm event, and a pre-departure meeting – dates TBC.</p>
Location	<p>Week 1: Colomendy Kingswood, North Wales Week 2: University of Salford, Riverside House Week 3/4: Preston North End FC, Deepdale, Preston, PR1 6RU</p> <p>*This is repeated for Wave 2*</p>
Responsible To	Wave Leader
Responsible For	12 – 15 young people
Employment Type	Casual/Temporary

<p>2. Overall purpose of the Job</p>	<p>Preston North End Community & Education Trust are looking for passionate individuals who are ready for a demanding role as part of an intensive summer programme. This is an excellent opportunity to be involved with an exciting programme which has tangible results for the young people involved. The roles are demanding and fast-paced but highly rewarding.</p>
<p>3. Duties and Responsibilities</p>	<p>As Team Leader you will be expected to;</p> <ul style="list-style-type: none"> ▪ Take responsibility for the pastoral care for a team of twelve to fifteen participants, ensuring their safety and assisting their personal development throughout the programme. ▪ Lead by example, getting involved in outdoor and community volunteering activities whilst keeping the group motivated at all times. ▪ To deal with and manage any difficult, challenging or concerning behaviour, with the support of the NCS Co-Ordinator/Wave Leader. ▪ Support wave leaders during all phases of delivery, for both daytime and evening activities where needed. ▪ Initiate and build positive relationships with the young people based on mutual respect and trust. ▪ Support the work of the staff based at the residential centres and any external guest speakers who deliver on the NCS programme. ▪ To keep effective records (registers, critical incident forms, any relevant documentation etc) and ensure that appropriate safeguarding, health and safety and other relevant policies are implemented and followed. ▪ Work as part of a larger team of staff to support the planning and delivery of a social action project. ▪ Represent PNECET in a professional manner at all times.
<p>4. General</p>	<p>The team leader will assist the group to overcome adrenaline fuelled challenges, learn skills for work and life and also, successfully plan their own social action projects. Alongside having a team of 12 - 15 young people, you will also have the support of another Team Leader.</p>

	This role would be suitable for anyone interested in youth work who may wish to develop their skills and expertise in this area as well as benefiting from the experience.
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PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<ul style="list-style-type: none"> ▪ Previous experience of working with young people, or on the NCS programme is ideal ▪ Knowledge of the NCS programme ▪ Ability to lead, guide and inspire ▪ Punctual and reliable to ensure professional service ▪ Creative, flexible and able to work well with others in a team ▪ Willingness to complete NCS online training modules, first aid and safeguarding workshops.
Desirable	<ul style="list-style-type: none"> • A relevant qualification in Youth Work, Health and Social Care or equivalent.
2. Experience/Skills/Abilities	
Essential	<ul style="list-style-type: none"> ▪ Be able to work on own initiative. ▪ Good verbal communication and interpersonal skills. ▪ A commitment to Safeguarding children and young people. ▪ Be energetic and enthusiastic.
Desirable	<ul style="list-style-type: none"> ▪ Some knowledge and understanding of the NCS programme. ▪ Knowledge of any barriers the young people may face and an understanding of how to address them where appropriate.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

Safeguarding Statement

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, therefore, the post holder will require an Enhanced Disclosure Barring Service check. The cost of all DBS checks will be deducted from the first payment.

General Information

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures. The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.