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| **Organisation** | Preston North End Community and Education Trust  Preston North End Football Club |
| **Position** | NCS Team Leader **Job Reference: PNE - 1104** |
| **Location** | Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU |
| **Employment** | Casual/Temporary |
| **Salary** | £850 - £2420 (dependant on length of contract). |
| **Closing Date** | Ongoing |
| Preston North End Community and Education Trust is the official charity of Preston North End Football Club. Utilising the power of Preston North End and football, we situate ourselves at the heart of the Preston community, providing a high quality service to improve lives. Our provision is centred around; community engagement, education, and health and wellbeing. These services connect people from all walks of life, support all to achieve their goals and make positive changes to create a safer, stronger and more resilient community.  Preston North End Community and Education Trust (PNECET) is seeking to appoint an enthusiastic, skilled and dedicated NCS Team Leader. The NCS Team Leader will be a member of the Community Engagement team, playing a vital role in the delivery of the NCS summer programme.  The National Citizen Service programme is a government-backed initiative that gives 15 to 17-year-olds the opportunity to build their confidence and independence while developing life-skills through its summer programme.  **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](mailto:jobs@pne.com) with subject title Reference ‘PNE **1104**’ or post to:  F.A.O Tracy Atkinson, Business Support Officer, Preston North End FC, Deepdale, Preston, PR1 6RU  **Interview dates:**  To be confirmed. | |



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| **JOB DESCRIPTION** | | |
| **1.** | **Job Title** | NCS Team Leader |
| **Salary / Benefits** | £850 - £2420 (dependant on length of contract).  Travel, accommodation and food will be provided during the one week overnight residential. |
| **Hours of Work** | Wave 1:  All non-residential days:   * Week 1: Monday 12th July – Friday 16th July * Week 2: Monday 19th July – Friday 23rd July   Wave 2:  One four night, five day residential on:   * Week 1: Monday 26th July – Friday 30th July   Non-residential days:   * Week 2: Monday 2nd August – Friday 6th August * Week 3: Monday 9th August – Friday 13th August     There is an opportunity to work on both waves throughout the summer, this will be discussed during the interview.  The successful applicants will be required to attend a compulsory in-house training day, one keep-warm event, and a pre-departure meeting – dates TBC. Please note these events may take place virtually. |
| **Location** | Wave 1  Week 1/2: Preston North End FC, Deepdale, Preston, PR1 6RU.  Wave 2  Week 1: Langdale, Cumbria  Week 2/3: Preston North End FC, Deepdale, Preston, PR1 6RU. |
| **Responsible To** | Wave Leader |
| **Responsible For** | 12 – 15 young people |
| **Employment Type** | Casual/Temporary |

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| **2.** | **Overall purpose of the Job** | Preston North End Community and 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 fantastic outcomes for the young people involved. The roles are demanding and fast-paced but highly rewarding. Designed specifically for 15-17 year olds, NCS is a youth programme that provides young people with a variety of skills and opportunities for self-development. In line with PNECET strategic objectives, NCS supports young people to achieve their goals and make positive changes, creating a safer, stronger and more resilient community. |
| **3.** | **Duties and Responsibilities** | As Team Leader you will be expected to;   * Take responsibility for the pastoral care for a team of 12-15 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 be creative and encourage young people to seek or create the best solutions, show a willingness to experiment, take calculated risks and challenges. * Provide a high quality service, to inspire the young people to help drive a positive change. * To lead on the behaviour management of the group. Utilising the support of the NCS Wave Leader and updating the NCS Coordinator when necessary. * 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 centre and any external guest speakers who deliver on the NCS programme. * To keep effective records (registers, critical incident forms and any other relevant documentation) whilst ensuring 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. |
| **4.** | **General** | The team leader will assist the group to overcome adrenaline fuelled challenges, to build their confidence and independence while developing life-skills and creating a safer stronger community through delivering a community based social action project.  Alongside having a team of 12 - 15 young people, you will also have the support of another Team Leader. |

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| **PERSON SPECIFICATION** | **DESCRIPTION** |
| **1. Qualifications** | |
| **Essential** | * A relevant qualification in Coaching, Youth Work, Health and Social Care, Education or equivalent. |
| **Desirable** | * Mental Health First Aid * Level 2 Multi Skills or equivalent. |
| **2. Experience/Skills/Abilities** | |
| **Essential** | * Previous experience of working with young people, or on the NCS programme. * Ability to lead, guide and inspire young people. * 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. * Be able to work on own initiative and in a team. * Good verbal communication and interpersonal skills. * A commitment to Safeguarding children and young people. * Be energetic and enthusiastic. |
| **Desirable** | * Good 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.