



# Community and Education Trust

<b>Organisation</b>	Preston North End Community and Education Trust Preston North End Football Club	
<b>Position</b>	NCS Team Assistant	<b>Job Reference: PNE 1060</b>
<b>Location</b>	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
<b>Employment</b>	Casual/Temporary	
<b>Salary</b>	National Minimum Wage	
<b>Closing Date</b>	Friday 1 <sup>st</sup> March 2019 at 5pm.	

**How to apply:**

Please send your completed application form and an equal opportunities monitoring form along with a letter of support. Please email your application to [jobs@pne.com](mailto:jobs@pne.com) with subject title Reference 'PNE1060' or post to:

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

**Interview dates:**

Interviews will be week commencing 11<sup>th</sup> March 2019.

\*Due to the availability of the interview panel, no additional times can be made available for interviews.

## NCS Team Assistant

Job Description \ Person Spec  
PNE Community and Education Trust  
Preston North End FC.



JOB DESCRIPTION		
<b>1.</b>	<b>Job Title</b>	NCS Team Assistant
	<b>Salary / Benefits</b>	Travel, accommodation and food will be provided throughout a residential stay.
	<b>Hours of Work</b>	On two occasions you will be required to stay a minimum of four nights and five days. The following occasions are; <ul style="list-style-type: none"><li>Monday 29<sup>th</sup> July – Friday 2<sup>nd</sup> August</li><li>Monday 5<sup>th</sup> August – Friday 9<sup>th</sup> August</li></ul> Non-residential days: Monday 12 <sup>th</sup> August – Friday 23 <sup>rd</sup> August
	<b>Location</b>	Week 1: Mount Cook Adventure Centre, Matlock, Derbyshire. Week 2: University of Cumbria, Lancaster. Week 3-4: Preston North End FC, Deepdale, Preston, PR1 6RU
	<b>Responsible To</b>	Wave Leader/Team Leader.
	<b>Responsible For</b>	Assist with a team of up to fifteen young people.
	<b>Employment Type</b>	Casual/Temporary
<b>2.</b>	<b>Overall purpose of the Job</b>	Preston North End Community & Education Trust is 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. The National Citizen Service (NCS) programme arrives at a pivotal moment in a young person's life. At 16 or 17 years of age they are on the cusp of adulthood, trying out new experiences and working out who they are and what they want to do. At a time when teenagers are making big choices about their future, NCS is there to give them confidence and self-belief. We don't just tell them they're capable, we challenge them to find that out for themselves. Our graduates come out fired up about their future, aware of opportunities around them and convinced they can make a difference.
<b>3.</b>	<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>Be a role model and participate in all activities</li><li>Ensure that the young people develop skills for work and life e.g. team work, communication and leadership skills.</li><li>Work with and support all other staff to deal with any challenging behaviour.</li></ul>

		<ul style="list-style-type: none"> <li>▪ Lead, inspire and take responsibility for the pastoral care for a group of participants, ensuring their safety and assisting their personal development.</li> <li>▪ Support the team leader on guided reflection activities to support the learning of young people.</li> <li>▪ Initiate and build positive relationships with the young people which are based on mutual respect and trust.</li> <li>▪ Ensure that appropriate safeguarding, health &amp; safety and other relevant policies are implemented and followed.</li> <li>▪ Work as part of a larger team of staff to support the planning and delivery of a Social Action Project.</li> <li>▪ To complete other tasks, as directed by the Wave Leader/Team Leader that support young people to successfully complete the NCS programme.</li> </ul>
4.	<b>General</b>	<p>The team assistant will assist the team leader with the group to overcome adrenaline fuelled challenges, learn skills for work and life and also, successfully plan their own social action projects.</p> <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 this experience.</p>

PERSON SPECIFICATION	DESCRIPTION
<b>1. Qualifications</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>▪ Previous experience of working with young people, or of the NCS programme is ideal.</li> <li>▪ Knowledge of the NCS programme</li> <li>▪ Ability to inspire.</li> <li>▪ Punctual and reliable to ensure professional service</li> <li>▪ Creative and flexible and able to work well with others in a team.</li> <li>▪ Willingness to complete NCS online training modules, first aid and safeguarding workshops.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of planning and delivering activities in partnership with young people.</li> </ul>
<b>2. Experience/Skills/Abilities</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>▪ Organised</li> <li>▪ Energetic</li> <li>▪ Enthusiastic</li> <li>▪ Supportive</li> </ul>

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.

This post does require a Criminal Record check (DBS).

### **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.