



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	NCS Team Leader	Job Reference: PNE 1061
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Employment	Casual/Temporary	
Salary	National Minimum Wage depending on age + 5%	
Closing Date	Friday 1 st 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 via email to jobs@pne.com with subject title Reference 'PNE1061' or via post to the following address:

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 11th March 2019.

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

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 throughout a residential stay.
	Hours of Work	<p>On two occasions you will be required to stay a minimum of four nights and five days. The following occasions are:</p> <ul style="list-style-type: none">Monday 29th July – Friday 2nd AugustMonday 5th August – Friday 9th August <p>Non-residential days are: Monday 12th August – Friday 23rd August</p>
	Location	<p>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.</p>
	Responsible To	Wave Leader
	Responsible For	A team of up to fifteen young people, aged 16 to 17 years old.
	Employment Type	Casual/Temporary
2.	Overall purpose of the Job	<p>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.</p>
3.	Duties and Responsibilities	<ul style="list-style-type: none">Lead by example, get involved in outdoor and community volunteering activities, keeping the group motivated at all timesEnsure that the young people develop skills for work and life e.g. team work, communication and leadership skillsWork with and support all other staff to deal with any

	<p>challenging behaviour</p> <ul style="list-style-type: none"> ▪ Lead, inspire and take responsibility for the pastoral care for a group of participants, ensuring their safety and assisting their personal development ▪ Lead guided reflection activities to support the learning of young people ▪ Initiate and build positive relationships with the young people which are based on mutual respect and trust ▪ To keep effective records (including, registers, critical incident forms etc.) and ensure that appropriate safeguarding, health & 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 ▪ To complete other tasks, as directed by the Wave Leader that support young people to successfully complete the NCS programme.
<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 fifteen young people, you will also have the support of a team assistant.</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
<p>1. Qualifications</p>	
<p>Essential</p>	<ul style="list-style-type: none"> ▪ Previous experience of working with young people, or of the NCS programme is ideal. ▪ Knowledge of the NCS programme. ▪ Ability to lead, guide and inspire. ▪ Punctual and reliable to ensure professional service. ▪ Creative and flexible and able to work well with others in a team. ▪ Willingness to complete NCS online training modules, first aid and safeguarding workshops.
<p>Desirable</p>	<ul style="list-style-type: none"> • A relevant qualification in Youth Work, Health and Social Care or equivalent. • Coaching qualifications. • Experience of planning and delivering activities in partnership with young people.
<p>2. Experience/Skills/Abilities</p>	

Essential	<ul style="list-style-type: none">▪ Organised▪ Energetic▪ Enthusiastic▪ Supportive
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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 an Enhanced 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.