

# Essex Boys & Girls Clubs

Supporting young people since 1939

[www.essexboysandgirlsclubs.org](http://www.essexboysandgirlsclubs.org)

Harway House, Rectory Lane, Chelmsford CM1 1RQ

T: 01245 264783 Registered Charity Number: 301447



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## NCS Assistant Team Leader (up to 10 weeks fixed term)

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### Applications:

Please send your CV and Covering Letter by email or post explaining why you'd be the best person for the job described below, to:

Aimee Hanks at [aimeeh@essexboysandgirlsclubs.org](mailto:aimeeh@essexboysandgirlsclubs.org)

Essex Boys & Girls Clubs, Harway House, Rectory Lane, Chelmsford, Essex CM1 1RQ

### Overview of the Role

The primary responsibility of the role is to support and assist teams of young people through all aspects of their National Citizen Service (NCS). You will be trained and supported throughout by our site staff, our partners and our regional hubs.

### Job Specification

- To support Team Leaders in mentoring and enthusing teams of fifteen 16-17 years olds through their NCS journeys.
- To assist with the delivery of scheduled sessions (including guided reflection).
- To adhere to the guidelines and operating procedures covered in the training and outlined in the EBGC Staff handbook.
- Report on a daily basis to your line manager.
- Complete initial staff training.
- Assist any EBGC staff in the running of NCS which can include catering, cleaning and supporting the delivery team.
- Ability to travel to venues in Essex, as required.
- Undertake any other business as and when required for ensuring the success of the project.

### Person Specification

- Have an interest or experience of working with young people.
- Experience of residential work (desirable).
- Able to inspire young people acting as a positive role model.

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- Able to build a rapport/empathise with young people.
- Be able to work as part of a team.
- A good communicator, and able to communicate with a broad range of people.
- Self-motivated, able to develop ideas from planning stage and bring them into fruition.
- Must be 18 years or over.

### Time Commitment

The post is for up to ten weeks, beginning with 2 weeks of training from 8<sup>th</sup> June to 19<sup>th</sup> June, Monday to Friday 9am-5pm. Training is followed by a minimum of four consecutive weeks of leading, teaching and mentoring participants through the course. These four consecutive weeks of delivery commence every Monday from 22<sup>nd</sup> June to 10<sup>th</sup> August.

Two weeks per four weeks of delivery will be full-time residential with all your food and accommodation covered during these weeks. The remaining two weeks will be based in the young people's local communities (non-residential) using our youth club network or similar as a base.

### Hours of Work

Over half of your contract will be Monday to Friday, away-from-home, intensive residential work. Residential work requires great commitment and this is reflected in the salary for these short term contracts.

**The successful applicant will be subject to a DBS check AND two reference checks.**

**Salary: £12,000 - £15,000 per annum (pro rata) – depending on experience**

### About the Charity

Essex Boys and Girls Clubs was founded in 1939 and is a registered charity providing a variety of activities, training, opportunities and support for over 130 member clubs and the young people that attend them. The organisation's main office is in Chelmsford with regional offices in Upminster and Colchester and facilities include Stubbers Adventure Centre and the High Row Centre in the Lake District. These centres are used to deliver many of the programmes. EBGC also delivers project work in schools and to groups of young people outside of the club network when applicable.

**Our Mission** is to provide a high quality service to our affiliated clubs, their membership and other users of our services, with excellent activity opportunities for the diverse community. We aim to create opportunities for young people to realise their potential.

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**Our Vision** is to raise the levels of participation by young people in our activities and to offer an attractive, safe, welcoming and encouraging environment for young people to achieve their own personal aims.

### **Equal Opportunities**

Essex Boys and Girls Clubs is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. No job applicant, employee, client, or young person will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, marital status, sexuality, pregnancy and maternity and gender reassignment, disability, religion, political belief, socio-economic background, parental status, age or club membership. The organisation is committed to a programme of action to ensure that this policy be fully effective.