

Essex Boys & Girls Clubs

Supporting young people since 1939

www.essexboysandgirlsclubs.org

Harway House, Rectory Lane, Chelmsford CM1 1RQ

T: 01245 264783 Registered Charity Number: 301447



NCS Team Leader (up to 10 weeks fixed term)

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:

Aimeeh@essexboysandgirlsclubs.org

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Overview of the Role

The primary responsibility of the role is to lead 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 lead, enthuse and mentor teams of fifteen 16-17 years olds through their NCS journeys.
- To deliver and evaluate all aspects of the NCS programme, including delivery of scheduled session plans, as provided.
- To facilitate times of guided reflection with young people in line with the project guidelines.
- 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 and submit registers and all required paperwork.
- Complete initial staff training.
- 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

- 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 maintain composure in challenging situations.
- Be able to work independently and as part of a team.
- Able to organise your own workload as well as directing others.
- A good communicator both written and verbally and able to communicate with a broad range of people.
- Self-motivated, able to develop ideas from planning stage and bring them into fruition.
- A clean driving license (D1 and therefore the ability to drive mini buses on your driving license is also desirable).
- Must be 18 years or over.

Time Commitment

The post is for up to ten weeks, beginning with 2 weeks of training from 8th June to 19th 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 22nd June to 10th 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: £18,000 - £24,000 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

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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.

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.