

## Job Description



<b>Job Title</b>	<b>Assistant Team Leader</b>			
<b>Department</b>	<b>Shrewsbury Town in the Community</b>			
<b>Location</b>	<b>Community Football Hub - Shrewsbury</b>			
<b>Accountable To</b>	<b>NCS Delivery Manager</b>			
<b>Criminal Record Check Required</b>	<b>Yes</b>		<b>Level of Check</b>	<b>Enhanced</b>
<b>Financial Responsibility</b>	<b>Budget Holder</b>	<b>No</b>	<b>Authorisation Level</b>	<b>Full</b>

## ROLE

The Assistant Team Leader is an integral part of the NCS Staff team as they bridge the relationship between young people, team leader and the NCS ethos.

You will inspire and lead a team of 15-17 year olds through an 20 day programme, acting as their role model and mentor, and pushing each team member to reach their full potential and get the most out of the NCS programme. This rewarding and challenging role may require long working hours and night shifts during the residential phases.

This role is suitable for a highly motivated and enthusiastic individual who is keen to upskill, and is able to motivate others and act as a positive role model.

## HOURS OF WORK

- Two Days Training (Prior to Delivery)
- 9am til 5pm (During Residential Phases)
- 10am til 3pm (During Social Action Phases)
- Programme Breakdown:
  - Phase 1 (Be Epic) – Adventure Phase, Five Day Residential**
  - Phase 2 (Live Life) – Skills Phase, Five Day Residential**
  - Phase 3a (Do Good) - Social Action Planning, Five days from 10am til 3pm**
  - Phase 3b (Do Good) - Social Action Delivery, Three days from 10am til 3pm**
  - Graduation (Go Party) – Celebration Event, 7pm – 9pm**

## PRINCIPAL RESPONSIBILITIES

Care for a team of up to 15 young people, overseeing the health, safety and behaviour management of the group at all times, and working collaboratively with the team leader, Programme lead and other team members
Ensure the engagement and participation of all young people, and take part in a night time rota as instructed by the Wave leader/Team leader
Participate in a variety of outdoor activities and facilitate & deliver curriculum sessions to the team in an engaging and inspiring way
Empower each team member to develop a range of new skills, encouraging them to reflect upon their own progress and development
Assist visits to community partners & charities, and facilitate your team as they design and deliver a successful and meaningful Social Action Project
Follow Shrewsbury Town in the Community's safeguarding policies and procedures, ensuring the safety and wellbeing of all young people

**Montgomery Waters Meadow, Oteley Rd, Shrewsbury, SY2 6ST**

Company No. 06614473

Charity No. 1125101

Support the team leader in organising the team to a high standard producing quality results throughout the social action phases
Take responsibility of the team when the team leader isn't present due to daily wave meetings
Attend all relevant NCS Training prior to delivery as well as mandatory training such as first aid, NCS Ethos, Health & Safety and safeguarding training.

## PERSONAL SPECIFICATION

Skills/Qualities/Experience	Essential	Desirable
The ability to manage and motivate a group of young people through a range of activities	X	
Experience of working in a fast-paced environment, and the ability to make decisions in a timely manner, work flexibly and adaptively	X	
Ability to handle sensitive information in a professional manner, in line with our policies	X	
Strikingly positive and motivated attitude, with a passion for building stronger communities and seeing change in society	X	
Experience of working with young people in a paid or voluntary capacity	X	
Experience of working in a residential environment (preferably with young people)		X
Experience of leading and facilitating workshops & reflection activities		X
The ability to follow a set curriculum, adapting it to suit different audiences	X	
Be able to adapt quickly to change and make quick decisions to ensure the young people are engaged at all times	X	
Good level of communication skills and able to communicate effectively with the NCS management team	X	
Able to complete day to day admin work and programme related surveys to set deadlines	X	
<b>Appointed person will be subject to CRB clearance</b>	X	

## Our Core Values

We are looking for you to show these work-based core values which are integral to our workforce culture.

**Professional** – We are professional in every aspect of our delivery.

**Passion** – We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

**Inclusive** – We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

**Proactive** – We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact.

**Fun** – We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

**Montgomery Waters Meadow, Oteley Rd, Shrewsbury, SY2 6ST**

Company No. 06614473

Charity No. 1125101

## General Information

The Employee must at all times carry out his/her responsibilities with due regard to Shrewsbury Town in the Community's policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The Employee must report any misconduct or suspected misconduct to the Designated Safeguarding Officer.

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 relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of Shrewsbury Town in the Community.

Employee's Signature:		Date:	
Employee's Name:			

Chief Executive's Signature:		Date:	
Employees' Name:			

Reviewed and Approved  
July 2019