

The Academy of Youth Ltd

Job Description

Job title: NCS Wave Leader

Reports to: NCS Programme Manager

Main purpose of the role:

To be responsible for the overall running of a Wave of the UFA's NCS programme; managing the Wave Team to ensure delivery of a high quality programme, a positive experience for participants, whilst achieving all contractual targets and outcomes.

Main duties and responsibilities:

1. To contribute to the effective planning and preparation for your assigned Wave, including any necessary site visits
2. To represent your Wave of the UFA's NCS programme, attending pre delivery training and meetings with the Wave team, parents and participants.
3. To provide leadership to the Wave team, managing, monitoring and reviewing their performance to ensure high quality delivery and successful completion of the programme.
4. To maintain appropriate levels of communication between the residential leadership team, team leaders, volunteers, UFA staff and young people on your programme, providing on-going support/information where required.
5. To provide the focal point of contact for both residential phases of the Wave, liaising with parents/carers as appropriate should it be necessary to do.
6. To work with the Team Leaders to plan, prepare and deliver the set UFA programme, managing the timetable to ensure the programme runs to schedule.
7. To guide, supervise and manage your Wave team throughout the programme, maintaining regular contact through the non-residential phases and daily meetings and reviews during the residential phases.
8. To welcome the young people to the residential, ensuring each residential venue is prepared for the participants and all practical issues have been addressed prior to their arrival.
9. To provide the supervision, guidance and support to your Wave team to ensure high quality facilitation, guided reflection and pastoral care for all participants.
10. To effectively handle day to day issues during your Wave, taking appropriate decisions and action to deal promptly with any problems as they arise.
11. To ensure the safety, welfare and inclusion of the young people on your Wave at all times, ensuring risk assessments are in place for each phase, dealing promptly with any safeguarding issues.

12. To co-ordinate delivery of the social action projects, liaising with Community groups, whilst maintaining contact with team leaders, providing support and guidance to ensure young people remain engaged, project aims and targets are met.
13. To attend and contribute to the planning and preparation of the Graduation event, ensuring that any display/presentation materials are organised in.
14. To liaise regularly with the Project Manager, keeping them informed of any issues and progress of your group.
15. To ensure all required documentation, records and reporting requirements are completed accurately by the team leaders and submitted within the required timescales.
16. To ensure all personal information regarding young people is kept confidentially in accordance with data protection requirements.
17. To ensure that all activities operate within the UFA and NCS guidelines and procedures, in particular child protection, health and safety and equal opportunities.
18. To carry out such other duties as are within the scope and spirit of the programme, in line with UFA & NCS policies, procedures and practices

Equal Opportunities Statement

The AoY is committed to a policy of equality of opportunity in its employment practices.

Special Conditions

The post holder will be expected to:

- *undertake duties outside normal hours, at weekends and in the evenings.*
- *be available for and work all phases of the NCS programme as outlined in the contract of employment*

Safeguarding Statement and Requirements

UFA is committed to safeguarding and promoting the welfare of young people taking part in the programme. We expect all staff to share this commitment.

As part of this commitment to provide a safe environment for our young people, we require all candidates to return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. UFA will assist the application and for the processing of, a new DBS for staff members where required.

We also require two satisfactory references, including your current or last employer. Referees can be employers or anyone to whom you are known in a professional or academic context.

Criminal Record Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not in itself, debar that person from being appointed to this post. Candidates will be given an opportunity to provide us with information on their criminal record. This information will be handled sensitively. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying. If you would like to speak to someone in confidence about declaring a criminal conviction or disciplinary sanction please contact dcoyle@ufa.org.uk or hbentley@ufa.org.uk, Designated Safeguarding Officers.

Person specification

Job Title: NCS Wave Leader

Knowledge and Experience

- Previous experience leading, managing or supervising staff
- Experience working directly with teams of young people, including those with challenging behaviour
- Experience of leading or co-ordinating the work of a group of young people to achieve a specified outcome
- Previous experience in a residential youth environment (e.g. youth camp, scouts, boarding school)
- Experience of making decisions under pressure
- Knowledge and understanding of safeguarding and child protection issues
- Experience of the NCS programme

Skills and Abilities

- Excellent communication skills and ability to communicate effectively with a wide range of people
- Highly organised with good attention to detail
- Ability to co-ordinate the work of various individuals, groups or partners involved in a project to meet targets
- Strong interpersonal skills, with ability to work effectively with a wide range of individuals, including young people
- Ability to deal effectively with emotionally challenging situations
- Rapport and empathy with young people
- Ability to lead and work as part of a team
- Ability to work effectively under pressure and manage multiple priorities.
- Ability to use judgement in decision making and remain calm in difficult situations
- Good IT skills

Training

- To undertake any training required for the position.

Other

- A genuine interest in young people's personal development
- Passion/interest in building stronger communities and seeing change in society

Full UK driving license and access to a car is necessary

This post requires an enhanced DBS check