**Job Title NCS Team Leader**

**Reporting to:** Youth Training Manager

**Key Objectives:**

* **Leading activities and direction of NCS team members to ensure all activities are delivered in accordance with UKSA policies and procedures and effective use of resources and targets are achieved.**
* **To successfully deliver ‘NCS UKSA’**

**The duties and responsibilities will include but are not limited to:**

* Engaging and building positive relationships with young people to provide effective support on a one to one or group basis to achieve agreed outcomes
* To complete data returns as needed to provide statistical and qualitative feedback about the NCS programme throughout its duration
* To support the organisation on visits and presentations where needed
* To inform individual young people and their carers to develop individual support plans for those young people participating with additional needs
* To work as directed by the Youth Training Manager
* Participation in two week onsite overnight residential with groups

**Health and Safety**

* Operate on a daily basis which demonstrates a duty to take care of your own health and safety and that of others who may be affected by your actions at work.
* Co-operate with employers and co-workers to help everyone meet their legal requirements.

**Team Performance**

* Prepare for and take full part in 1-1 reviews with line manager
* Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA

**This job description will be reviewed from time to time and may be updated as agreed**

**Profile:**

* **Essential Qualifications/Experience**
  + Life experience and extensive practice of leading and working with groups of young people and able to both motivate them and command their respect
  + Experience of planning, coordinating, delivering programmes for 16 – 17 year olds and what engages them
  + Team working experience - working within a team to achieve desired outcomes
  + An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community
  + Good organisational and decision making skills
  + Ability to handle challenging situations and problem-solving skills
  + Ownership – ability to take ownership of tasked areas of responsibility
  + Experience of volunteering or working with young people of the target age group
  + Previous knowledge of the NCS programme and/or experience working on the NCS
  + Full driving licence **essential**
  + Good IT skills
* **Personal Attributes** 
  + Is committed to the mission and goal of NCS UKSA.
  + Is passionate about young people and promoting social mobility of those from marginalised groups. Interacting with Others: Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision-making, as well as defusing conflicts that arise from misunderstanding.
  + Examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any young person or group.
  + Seeks to understand the ideas of others and supports others who are dealing with difficulties and problems.
  + Is willing to take on new challenges and seeks to go above and beyond desired outcome.
  + Gives constructive feedback to others in a way they can accept and understand. Seeks to do more than what is required of them if it benefits the team and the organisation.