

NCS Leader

Candidate Information Pack

Summer 2019



## A message from the Chief Executive

Thank you for showing an interest in this position.

"Investing in the lives of young people" is at the centre of all UKSA do.

We're a unique national charity – the only place where a 6-year-old from an inner city school can have their first experience away from home and on the water through to young people on full time education courses, training Professional Watersports Instructors, Yacht Masters right the way up to officers and captains of vessels and super yachts up to 3000 tonnes – we are the largest RYA centre in the world.

Here at UKSA we believe in the power of the sea to transform the lives of thousands of young people each year, from all around the UK. Founded over 30 years ago by philanthropist and entrepreneur, Noel Lister and his wife Sylvia, over 150,000 people have benefited from our training and Watersports programmes.

Over the last 3 years we have further enhanced our financial sustainability, by ensuring our training revenues drive sufficient surplus into the charity thus enabling us to continue to invest in our transformational Sea.Change activities, but also look to the future.

A new fundraising strategy has been developed to support our capital development plans. Some of this now relies on our key relationships with other charities who work with a similar demographic of young people. This partnership approach, which is favoured by funders, allows young people from these charities to visit UKSA for intensive programmes with the aim of helping them to break free from their existing lives and prepare them for other training and work. In addition, we are actively seeking donations from individuals, Trusts and corporates who can help support our future sustainability.

UKSA has recognised that in order for the charity to continue to develop and maintain its market position, investment is needed at its headquarters in Cowes. Creating a new flexible accommodation facility will enable an increase in capacity to maximise income and numbers of young people, and open up other income generating opportunities.

The necessary fundraising has commenced, with the aim to raise £3m to undertake the full refurbishment of the site. We intend to start building the new accommodation facility in the Autumn of 2020.

We have an exciting time ahead and we are looking for individuals who can be pro-active within a fast past and unique environment; who excel at being part of a team, thrive at solving problems and have a desire to be part of UKSA's future and in turn support young people who most need our help.

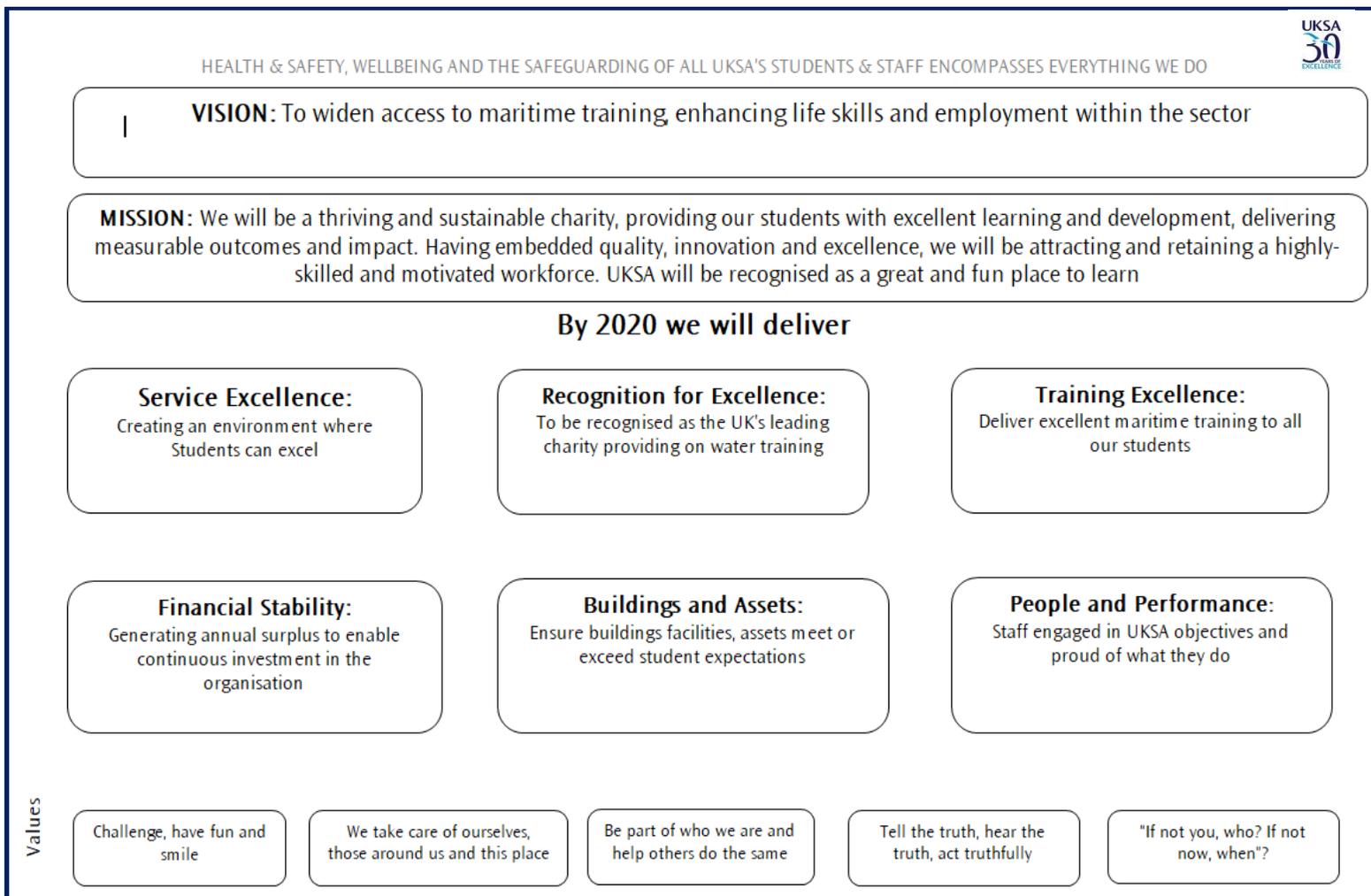
I look forward to your application.

A handwritten signature in blue ink that reads 'B. Willows'.

**Ben Willows**  
Chief Executive



Below is a summary of our "All Aboard Strategy" which shows our Vision, Mission 6 key strategic priorities and objectives along with our organisational Values.



## About UKSA

We are a youth charity that uses the power of the sea to transform the lives of thousands of young people each year, from all around the UK. The charity was formed in 1987 by Noel and Sylvia Lister who wanted to educate and enrich the lives of young people, using their experience of the sea, including the infinite challenges and gifts it offers, and the power it holds to make change. Nearly thirty years on, this remarkable ethos remains at the heart of UKSA. Our activities fall into two areas:

### Sea.Change

We provide life-changing opportunities to schools and groups, disadvantaged and disaffected young people who are not in education, employment or training (NEETs) and young offenders. A common theme for many of these individuals is the low expectation they have of themselves and we challenge them to transform and to create opportunities for themselves.

## Joining 'NCS UKSA'

National Citizen Service (NCS) is an unforgettable opportunity for 15-17 year old students. The aim is for participants to develop communication, teamwork, leadership and personal skills to prepare and assist them for their future; nationally more than 300,000 young people have participated in NCS. The programme has been proven vastly beneficial and as such has received support from the UK government and Royal Family.

We are currently seeking to recruit NCS Leaders for summer 2019. As an NCS Leader you will be required to facilitate the delivery of the programme. The programme consists of 4 elements; adventure, skills, social interaction and community involvement with a final graduation ceremony on completion.

The job involves:

- Facilitating programme objectives to a variety of learners aged 15-17;
- Maintaining accurate records and monitor learners' progression;
- Delivery of planned and prepared differentiated sessions from pre-conceived scheme/s of work and necessary programme criterion;
- Maintaining high levels of safe working practices, following UKSA's policies and procedures



## Application Process

Please complete the application form which is available on our website and email it to [recruitment@uksa.org](mailto:recruitment@uksa.org)

**Closing date:** 28<sup>th</sup> April 2019

**Date for interview:** 1<sup>st</sup> – 2<sup>nd</sup> May 2019 at UKSA, Cowes

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### Information for successful applicants:

Mandatory training: 28<sup>th</sup> – 30<sup>th</sup> May 2019 UKSA, Cowes

There is likely to be a site visit to the mainland to familiarise you with centre procedures: Date TBC

### Available contract dates include:

**Wave 1 and 3 (to be staffed by the same leaders)**

8<sup>th</sup> July – 26<sup>th</sup> July

5<sup>th</sup> August – 23<sup>rd</sup> August

**OR**

**Wave 2**

22<sup>nd</sup> July - 9<sup>th</sup> August

**Mandatory student graduation ceremony:** Sunday 25<sup>th</sup> August



<b>Job Description and Person Specification</b>	
<b>Job Title:</b>	NCS Leader
<b>Reporting to:</b>	Education Coordinator
<b>People/Team Management:</b>	N/A
<b>Band:</b>	B5
<b>Key Purpose:</b>	
<ul style="list-style-type: none"> <li>• To provide exceptional standards of delivery to all UKSA clients</li> <li>• To perform the role of programme lead at all times</li> <li>• To ensure the safety of students at all times</li> <li>• To comply with UKSA Standard Operating Procedures, governing bodies and the law</li> <li>• To give guidance and mentor students throughout the programme</li> </ul>	
<b>The duties and responsibilities will include, but are not limited to:</b>	
<ul style="list-style-type: none"> <li>• Providing a strong customer focus at all times.</li> <li>• Ensuring the safety of everyone under your supervision.</li> <li>• Engaging and building positive relationships with young people to provide effective support on a one to one or group basis to achieve agreed outcomes</li> <li>• Delivering evening activity sessions.</li> <li>• Participation in two week overnight residential with NCS Participates</li> <li>• To complete data returns as needed to provide statistical and qualitative feedback about the NCS programme throughout its duration</li> <li>• Attending staff meetings, with all relevant information for the day's activities contained within a session plans.</li> <li>• Helping maintain a clean working centre including classrooms aswell as the entire fleet.</li> <li>• Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA</li> </ul>	
<b>Financial &amp; Performance Management</b>	
<ul style="list-style-type: none"> <li>• Ensure the delivery of effective performance management, financial control and budget management for areas of responsibility.</li> <li>• Support the preparation of annual budgets for income, expenditure, staffing and capital.</li> </ul>	
<b>Health &amp; Safety</b>	
<ul style="list-style-type: none"> <li>• Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements.</li> </ul>	
<b>Individual/Team Performance and Development</b>	
<ul style="list-style-type: none"> <li>• Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA</li> <li>• Understand your objectives and how these fit in with individual, team and business performance</li> <li>• Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>• Comply with and promote UKSA equality and diversity, data protection and health &amp; safety policies and procedures.</li> <li>• Make a commitment to deliver excellent customer service.</li> </ul>	
This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.	

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community</li> <li>Previous knowledge of the NCS programme and/or experience working on the NCS</li> </ul>	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Enhanced Child Workforce DBS check clearance</li> </ul>	<ul style="list-style-type: none"> <li>Full driving licence</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Life experience and extensive practice of leading and working with groups of young people and able to both motivate them and command their respect</li> <li>Experience of planning, coordinating, delivering programmes for 16 – 17 year olds and what engages them</li> <li>Team working experience - working within a team to achieve desired outcomes</li> <li>Experience of volunteering or working with young people of the target age group</li> </ul>	
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Good organisational and decision making skills</li> <li>Ability to handle challenging situations and problem-solving skills</li> <li>Ownership—ability to take ownership of tasked areas of responsibility</li> <li>Is committed to the mission and goal of NCS UKSA.</li> <li>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.</li> <li>Examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any young person or group.</li> <li>Seeks to understand the ideas of others and supports others who are dealing with difficulties and problems.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Good IT skills</li> <li>Is willing to take on new challenges and seeks to go above and beyond desired outcome.</li> </ul>



<b>Salary</b>	£18,000 Pro-rata Payable on 28 <sup>th</sup> of each month
<b>Annual Leave</b>	Pro rata to 28 days inclusive of bank holidays to reflect duration of fixed term contract
<b>Working Hours</b>	40 hours per week over 5 days including evenings and weekends
<b>Location</b>	1 week will be located on the mainland, destination TBC Remainder of contract will be located at UKSA, Arctic Road, Cowes
<b>Accommodation</b>	Weeks 1 and 2 accommodation included
<b>Training</b>	28 <sup>th</sup> – 30 <sup>th</sup> May 2019
<b>Pension</b>	National Employment Savings Trust Employer contribution of 3%
<b>Sickness</b>	SSP will be payable from the fourth day of sickness
<b>Notice Period</b>	2 weeks notice will be required
<b>Probationary Period</b>	For the duration of the Fixed Term period
<b>Disclosure &amp; Barring Service Check</b>	Enhanced Child Workforce DBS check clearance required - MUST be in place before starting work with UKSA