

## **Tigers Sport and Education Trust National Citizen Service (NCS) Job Description – Assistant Team Leader**

### **Tigers Trust Mission statement:**

*We dare to inspire, engage and improve our communities through sport, active participation and education; providing opportunities and removing barriers; supporting and raising aspirations and helping people to lead healthy and happy lives because we care and because we can.*

### **NCS**

The National Citizen Service (NCS) is a national programme that brings together 15-17-year-olds from different backgrounds and takes them through a programme of activities that builds their confidence and enables them to make a difference in their local community. It helps these young people build skills for work and life, whilst taking on new challenges and meeting new people. More details can be obtained from [www.wearencs.com](http://www.wearencs.com).

### **Assistant Team Leader**

The Tigers Sport and Education Trust are recruiting Assistant Team Leaders to support team leaders and inspire young people through its Summer NCS programme. The applicant should be a passionate individual with experience of working with groups of young people.

### **Duties**

The Assistant Team Leader will be a positive role model that will coach and motivate a team of up to 16 diverse young people, whilst assisting the Team Leader for the entire length of the programme.

### **Responsibilities of the Assistant Team Leader**

#### **The Assistant Team Leader will:**

- Assist in leading a group of young people through a structured programme of activities at each phase of the NCS programme.
- Inspire and motivate the young people in the group to remain fully committed to the NCS programme throughout.
- Be a positive role model.
- Plan, prepare and facilitate the set Tigers Trust curriculum.
- Provide pastoral care, guided reflection, and discipline of young people especially those within their team.
- Supervise young people on coach journeys.
- Work alongside, guide and support other staff allocated to the team.
- Ensure the participants remain safe and adhere to Health and Safety guidelines, throughout the programme and during their social action project phase.
- Live with and support participants in residential activities in the residential aspects of the programme. This will include supervision of evening activities and dorms.
- Liaise regularly with the Team Leader to keep them informed of any issues and progress.
- Undertake monitoring and evaluation, where required.
- Support and maintain contact, meet face-to-face and be available to support the team during the planning and delivery of the 'Social Action' project.

### **About you**

**Candidates for the role of Assistant Team Leader must demonstrate the following skills and characteristics:**

**Essential:**

- A minimum of one year's experience in youth work, teaching, instructing or coaching.
- A belief in young people and in helping them take more active roles in their communities.
- Experience of working directly with teams of young people, (either in a voluntary or paid capacity), including some with challenging behaviour.
- Experience of facilitating small group discussions and reflecting on learning.
- A passion/interest in building stronger communities and seeing change in society.
- Being well organised.
- Sound judgement and a responsible attitude.
- Having a rapport and empathy with young people.
- Interested in young people's personal development.
- An ability to lead and work as part of a team.
- Strong interpersonal and communication skills.
- A sense of humour 😊

**Beneficial:**

- Success in managing and motivating people in challenging environments.
- Experience of working in partnership with youth or diverse community organisations.
- Experience in a residential youth environment, (e.g. youth camp, scout camp, boarding school, etc.)
- Experience of Tigers Trust activities / programmes.
- Valid First Aid and Safeguarding certificates.
- Additional skills such as Street Dance, Spray Art, Film, Media, Drama or Music.

## Working Hours and Pay

All programmes run Monday to Friday, the only exception being if social action projects are planned over a weekend, in which case you will be required to assist in supervising.

If you were offered a position you would be required to work, one option below:

### Wave 1 (Residential)

- Week 1- Away Residential W/C 12/07/21–16/07/21 (Stanley Head, Midlands)
- Week 2- Tigers Trust Arena W/C 19/07/21- 23/07/21 (Tigers Trust Arena)
- Week 3- Tigers Trust Arena W/C 26/07/21- 30/07/21 (Tigers Trust Arena)

### Wave 2 (Residential)

- Week 1- Away Residential W/C 26/07/21–30/07/21 (Stanley Head, Midlands)
- Week 2- Tigers Trust Arena W/C 2/08/21- 6/08/21 (Tigers Trust Arena)
- Week 3- Tigers Trust Arena W/C 9/08/21- 13/08/21 (Tigers Trust Arena)

### Wave 3 (Non-residential)

- Week 1- Tigers Trust Arena W/C 9/08/21- 13/08/21 (Tigers Trust Arena)
- Week 2- Tigers Trust Arena W/C 16/08/21- 20/08/21 (Tigers Trust Arena)

### Wave 4 (Non-residential)

- Week 1- Tigers Trust Arena W/C 16/08/21- 20/08/21 (Tigers Trust Arena)
- Week 2- Tigers Trust Arena W/C 23/08/21- 27/08/21 (Tigers Trust Arena)

### Total number of hours for the duration of the programme:

2 week programme- 70 hours over 2 weeks.

3 week programme- 135 hours over 3 weeks (including 1-week residential).

**Staff will be expected to attend training before to programme start date. Dates will be confirmed in due course. There will also be a requirement to attend and work at one “Keep Warm” event the month before the programme starting. Also, you will be expected to complete online work modules and assist with the delivery of the Graduation Ceremony (date TBC), this will be for approximately four hours.**

### Payment

Payment for the assistant team leader will be the national minimum wage.

- **This payment will be made at the end of the Contract on evidence of the candidate's successful completion of the project.**
- Basic Rate Income Tax and NI will be deducted from the final amount.
- Payment will be made through payroll (PAYE) unless a candidate is able to provide evidence that they are self-employed and able to make their own Tax and NI contributions.

Please note the post is subject to an enhanced DBS check and validation of references.



To apply please request an application form and return, along with an updated CV, to

Mr Jamie Hawley  
NCS Manager  
Tigers Trust  
Tigers Trust Arena  
Walton Street, HULL  
HU3 6GA

Alternatively email to: [jamie.hawley@tigerstrust.co.uk](mailto:jamie.hawley@tigerstrust.co.uk). For more information call 07719 968135.

Closing date: **Friday 30th April 2021**  
Interviews to take place WC- **10th May**