

# Job Description

## Post Title

NCS Team Leader (short-term, seasonal contract – see below)

## Duration

Fixed-term contract of four weeks:

Programme 1: two continuous weeks on programme (starting 18<sup>th</sup> July 2022)

Programme 2: two continuous weeks on programme (starting 1<sup>st</sup> August 2022)

In addition to the above, successful candidates will need to undertake three days mandatory training ahead of programme.

## Department/Location

The Huddersfield Town Foundation, Leeds Road Sports Complex  
Residential (North Yorkshire or Derbyshire)  
Social Action Project (North Kirklees)

## Reports to

Head of NCS and NCS Assistant Manager

## Responsible for

A cohort of NCS participants aged 15-17 participating in the programme, and the NCS Assistant Team Leader

## Purpose of the Role

To support the participants on their journey through the NCS programme. The NCS programme is a government-funded programme which aims to bring 15-17 year-olds together from different backgrounds, embarking on a journey that builds skills for work and life whilst taking on new challenges and meeting new people. During the two-week programme, the young people get the opportunity to take part in a range of outdoor activities as well as making a difference in their local community.

The Huddersfield Town Foundation wishes to employ several enthusiastic and dedicated individuals to deliver our NCS programme. As a Team Leader you will be instrumental in creating a safe, positive, and life-changing experience for your team of young people (up to 16 people). You will support young people's development on the NCS programme by providing pastoral care, delivering inclusive curriculum sessions, and supporting the participants to implement a social action project. During the residential phases, you will be required to participate in night-time supervision. The NCS programmes will take place in North Yorkshire / Derbyshire (residential) and North Kirklees (social action projects).

Team Leaders should be self-motivated, passionate, and able to coach, motivate, lead, and support a group of young people. Successful applicants will be expected to engage fully throughout the programme and ensure that the young people get the most from their experience.

Full training around the programme and safeguarding will be provided to successful applicants.

## Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive Officer  
Head of NCS  
NCS Assistant Manager  
NCS Assistant Team Leaders

**External:** NCS Trust  
English Football League (EFL) Trust  
North Kirklees Schools and staff  
Participants and their parents/carers  
Delivery partners and external stakeholders



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## Key Performance Indicators

- All participants can embrace the three pillars of the NCS programme: Social Cohesion, Social Mobility, and Social Engagement. The programme is inclusive of all, evidenced by the diversity of the cohort.

## Role Specific Responsibilities

The post holder will be required to:

- Facilitate and inspire a group of up to 16 young people aged 15-17 from various social backgrounds, through the NCS programme.
- Work with the social action project team to ensure that the young people are fully supported to deliver a successful project in their community.
- Be a positive role model.
- Keep participants focused and engaged during activities throughout the programme.
- Lead on the delivery of high-quality evening recreational activities during residential phases.
- Provide pastoral care for the team and empower each young person to be confident in developing a range of new skills.
- Encourage and support young people through any unforeseen challenges and setbacks.
- Lead the participants in guided reflection sessions to ensure that each young person is consistently reflecting on their progress and development.
- Adopt a participant-centred approach, ensuring protocols in relation to safeguarding are consistently observed and applied.
- Be proactive in the management of health, safety, and behaviour. Ensure young people consistently observe rules pertaining to appropriate behaviour and conduct, as set out in the NCS Code of Conduct.
- Resolve minor issues by listening, understanding the situation, and liaising with the Wave Leader to implement the best course of action, ensuring active engagement and communication towards safeguarding and being fully aware of the Huddersfield Town Foundation, EFL, and NCS reporting procedures.
- Champion, safeguard and promote equality, diversity, and inclusion (EDI) in all activities.
- Act as a liaison during the NCS programme between and for the young people and their parents/carers.
- Be an effective team member, support colleagues, and share good practice.
- Liaise with the Head of NCS and NCS Assistant Manager and keep them informed of the progress of you, your colleagues, and your team during the programme.
- Administer and report on basic First Aid, if required, in line with relevant First Aid training, and assist in the administration of medication for young people if required and appropriate.
- Lead on the administrative duties, ensuring all relevant paperwork is completed, up-to-date, and submitted in a timely manner (e.g., participant registers, social action reports and case studies).



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- Be responsible for handling data, including medical forms and other confidential information, with due regard to Data Protection legislation.

### **Additional Responsibilities**

- The post holder will be expected to have high standards and will need a professional approach and a passion for youth work.
- The post holder will act as an Ambassador for the Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest in the Foundation's projects and programmes is sustained.
- The post holder will be required to undertake any other duties as required by the Head of NCS, NCS Assistant Manager, the Huddersfield Town Foundation Chief Executive Officer, and/or any other Senior Manager/Director.

### **Behaviour/Conduct**

The post holder will be required to:

- Complete all CPD and mandatory training as required for delivery on programme.
- Be proactive with workload and interventions.
- Seek to continually develop their skills and knowledge.
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role.
- Communicate appropriately at all levels.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Respect others at all times and behave in an inclusive and non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

### **Additional Information**

#### **Safeguarding:**

Huddersfield Town Association Football Club (HTAFC) Ltd. and the Huddersfield Town Foundation are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is anticipated that the role of NCS Team Leader will involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.



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Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The post holder will also be required to undergo safeguarding training, to be agreed with the Head of Safeguarding.

**Equality, Diversity, and Inclusion**

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to always support and uphold this zero-tolerance approach.

**Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This Job Description was reviewed in February 2022.**

**The proposed review of this Job Description is July 2022.**



# Person Specification

## Post Title

NCS Team Leader

(Fixed-term for four continuous weeks on programme, plus mandatory training)



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Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in coaching, teaching, or mentoring in a youth environment.</li> <li>Experience of managing and motivating young people in a range of circumstances.</li> <li>Experience of planning and organising activities.</li> <li>Proven experience of supervising a team of young people and maintaining their physical and emotional wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the charitable sector.</li> <li>Experience of the NCS programme.</li> <li>Experience of working with young people with additional needs.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good standard of general education to GCSE level (or equivalent) or higher.</li> <li>Safeguarding children and vulnerable adults certificate or willingness to undertake.</li> <li>Relevant qualification in coaching, teaching, youth work, or equivalent life experience (please provide full details).</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of youth mental health and wellbeing.</li> <li>Qualified Teacher Status.</li> <li>Valid First Aid certificate or willingness to undertake.</li> <li>Degree in Youth Work or other relevant discipline.</li> <li>Residential experience.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Competent user of IT, in particular Microsoft applications.</li> <li>Able to relate to and motivate young people.</li> <li>Excellent communication skills and the ability to positively influence a wide range of people.</li> <li>Able to successfully manage challenging behaviour.</li> <li>Self-motivated with excellent problem-solving skills and the ability to work on own initiative and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the issues that young people may face.</li> <li>Experience of using databases</li> <li>Awareness of substance misuse.</li> </ul>



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Area of Expertise	Essential	Desirable
<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Committed to equality and diversity initiatives and inclusive practice.</li><li>• Suitable to work with children and vulnerable adults, and willing to obtain a DBS Enhanced Disclosure.</li><li>• Full driving licence and the use of a vehicle, and/or the ability to travel throughout North Kirklees using public transport.</li><li>• Punctual, with excellent time keeping skills.</li><li>• Flexible approach to work and working hours, to fulfil the requirements of the role.</li></ul>	

