



AFC WIMBLEDON
FOUNDATION

Club Together

Job Title: NCS Assistant Team Leader

Reporting to: NCS Wave Lead

Location: Merton, London

Salary: £1096.50-1290 (dependent on length of programme and National Minimum Wage)

Duration of work: 14-18 days day programme + 2 days compulsory training

About AFC Wimbledon Foundation

Our Vision:

A community where no dream is off limits #clubtogether

Our Mission:

To help our community pursue their dreams by improving their skills, resilience, well-being and confidence

Our values:

- Warm and welcoming
- Treat People Well
- Work co-operatively
- Never Give Up

AFC Wimbledon Foundation was formed in 2011 after a recognition that the ground-breaking creation, establishment and success of AFC Wimbledon Football Club was built on the energy and effort of its supporters. The football club wanted to pay back this support by providing a series of targeted community-based activities for local people and formed the Foundation to deliver this work.

The Foundation has completed some fantastic project work in the early years of its existence in the Merton, Kingston and Wandsworth areas and is now positioning itself to be at the centre of the exciting new stadium development at Plough Lane opening in 2020 that will serve its local community.

To apply

In order to apply, please read the full application pack thoroughly. If you believe yourself to be a good fit, send us an *application form* detailing why we should consider you as an Assistant Team Leader. Please note CV's and cover letters will not be accepted for this role.

AFCWF is committed to the safeguarding of its staff, volunteers and young people. Any job offers made are subject to satisfactory passing of assessment, training, references and Disclosure and Barring Service (DBS) check.

Please send any applications or *queries* to r.maher@afcwimbledonf.partners.ncstrust.org.uk with the job title you are applying for in the subject line.

About NCS

This summer around 250 young people aged 15-17 will be taking part in the NCS programme delivered by AFC Wimbledon Foundation across Merton and Wandsworth. NCS is a 3 – 4 week programme designed to help young people become more rounded individuals by building their confidence and developing life skills. The programme is broken down into 3 challenging phases:

Be Epic – 4 nights + 5 days residential

You will go away with your team to an exciting outdoor adventure centre, facing new challenges and team-building activities.

Live Life - 4 nights + 5 days residential

Away residential at university student accommodation supporting the team to develop independent living skills and getting to know their local community.

Do Good - 60 hours (8 days) of social action delivery and planning in the local community

You will support your team design and implement a project that will make a real difference to their local community.

Purpose of the Role

An Assistant Team Leader's function within the staffing structure is to support the delivery of a high quality, safe and inclusive NCS Programme alongside a Team Leader.

Assistant Team Leader's will be required to support the Team Leader in leading a team of sixteen, 16 to 17 year olds through a whole NCS programme, working both residentially and in the local community.

This is a highly demanding but rewarding role that sometimes requires long hours. This role is suitable for an **energetic** and **positive** individual that is interested in working in a young person facing environment to boost morale, encourage and support individuals and group dynamics.

A single programme includes outdoor activities, skill development and the delivery of a community project. Assistant Team Leader's will need to be **intuitive** and **proactive** as well as a **great communicator** and **listener**. Team Leaders will report to a Wave Leader as well as core NCS staff within the Foundation.

About you

To help deliver this exciting programme, AFC Wimbledon Foundation is looking for **enthusiastic** and **reliable** applicants to work in the role of Assistant Team Leader.

In their role, Assistant Team Leader's will have to **encourage, motivate and support** their team to get the most out of their NCS experience. To do this, candidates will need to be **dynamic** and **empathetic** individuals able to work with a diverse set of people. Where teams may lose motivation or struggle to engage, especially in the Social Action phase, it is the role of the Assistant Team Leader to support them to make positive decisions and achieve their goals.

NCS is an experience of a lifetime that has the potential to **change a young person's outlook and future**. As an Assistant Team Leader, you will therefore get the chance to **inspire** the next generation by acting as a **positive role model**. To help achieve this goal, NCS staff at AFC Wimbledon Foundation will provide training and support to help all successful candidates excel in their role.

Main Roles and Responsibilities

An NCS Assistant Team Leader would be expected (but not limited) to undertake the following:

- Support the Team Leader to provide the supervision, motivation and inspiration to help your team succeed and enjoy the NCS experience.
- Support the Team Leader with the pastoral care for a team of fifteen participants, ensuring their safety and assisting their personal development throughout the programme.
- To work in support of the Team Leader's facilitation, delivering key support strategies to team when disengagement or challenging behaviour presents
- Be on hand to enthuse and motivate young people to think differently or try something new
- Support the Team Leader in effectively delivery of timetable and key curriculum sessions provided by AFCWF/NCS
- Ensure activities are inclusive and provide support in a variety of settings to ensure that all young people have a positive NCS experience
- Follow safeguarding, incident, information governance, health and safety and risk assessment policies and guidance
- Support the planning and delivery of a Social Action Project guiding your team to create a successful and meaningful project.
- Build and maintain positive professional relationship and supportive rapport with all young people in your team
- Work with your team of young people to ensure that all interactions with stakeholders are positive and appropriate
- Undertake any other relevant duty related to the further development, promotion and sustainability of the NCS programme and the wider organisation (AFCWF)

Person specification

Where criteria are marked with **(E)** this is essential to the role, where marked with **(D)** this is desirable.

Qualifications & experience

- Minimum 1-year experience of working with young people **(E)**
- Personal resilience & empathy for others **(E)**
- Experience managing challenging behaviour & supporting learning needs **(E)**
- Experience of working with young people from a wide variety of backgrounds **(E)**
- Experience of working with young people in a residential setting **(D)**
- A good understanding of the NCS programme – for example having been on programme before as staff or a participant **(D)**

Skills, ability & knowledge

- Good communication and active listening skills **(E)**
- A strong understanding of group dynamics and tools for building positive relationships **(E)**
- Ability to build strong rapport with others whilst maintaining a professional boundary/working relationship **(E)**
- Belief in young people and in helping them take more active roles in their own lives and communities **(E)**
- An understanding of and commitment to inclusivity when considering young people, fellow staff and the wider community **(E)**
- A strong commitment to Safeguarding all children and young people **(E)**
- Ability to work on own initiative and motivate others in challenging environments **(E)**
- Proven experience of or knowledge in Social Action **(D)**