**Job Description:**

**Job Title:** Assistant Team Leader

**Salary:** Up to £1497.3 – Including training

**Location:** Ealing & Hillingdon (EH) or Hounslow, Richmond & Kingston (HRK)

**Role Length:** 2- or 3-week programme per wave

**Dates:**

* Wave 1: 5th July – 3 week
* Wave 2: 12th July – 2 week
* Wave 3: 19th July – 2 week
* Wave 4: 2nd August – 3 week
* Wave 5: 9th August – 2 week

**Department:** NCS

**Reports to:** Team Leader and NCS Programme Manager

**Responsible for:** n/a

**Brentford FC Community Sports Trust**

With community work spanning three decades, Brentford FC Community Sports Trust has established itself as a pioneering organisation for the local community. It uses the power of sport to educate, motivate and inspire people from all walks of life.

Working in partnership with Brentford FC, the Trust offers a portfolio of programmes in education, health, sports participation, and community engagement. The Trust has won the ‘Football League Community Club of the Year’ award four times and now employs more than 100 members of staff. The Trust is forecasting further significant expansion over the next two years following its appointment as a key partner in the redevelopment of Gunnersbury Park [as a sports hub], and its move to new, larger, purpose-built premises directly adjacent to the new Brentford FC 17,500 capacity stadium near Kew Bridge in 2021.

**General Trust Accountabilities**

* To ensure compliance with all relevant policies, including health and safety and safeguarding policies
* To ensure compliance with all relevant legal, regulatory, ethical and social requirements
* To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC Community Sports Trust
* To keep confidential any information gained regarding the Trust and its personnel
* To maintain a flexible approach to work at all times
* To assist the Communities Engagement Manager/Coordinators in the delivery of our Communities Engagement projects, including PL Kicks, PL Kicks Targeted, Hounslow Street Sports and Be Inspired projects.

**About NCS**

NCS is a government-funded programme that brings together young people aged 15-17 year olds and engages them in a unique programme. NCS is designed to empower young people as they transition into young adults, engaging them in activities that challenge, build confidence and develop skills. More details can be found at https://wearencs.com/work-with-us/on-programme

This year we have 2 versions of the programme, a 2 week programme

and a 3 week programme (with a residential, if government guidance allows)

**BE EPIC Phase 1:** You will support your team to bond and work together through taking part in exhilarating outdoor challenges and team building activities.

**LIVE LIFE Phase 2:** This phase is about you supporting your team to build new skills and learn about the community. Taking on team challenges designed to promote independence, enterprise and help your team understand more about being an active citizen.

**DO GOOD Phase 3:** You will help the team to pull together all the skills they have learnt across the last two phases to plan and then deliver a project that makes a difference in their local community.

**GO PARTY Phase 4:** A time to celebrate young people's achievements and allow them to receive their NCS certificate.

All programmes will run Monday to Friday. Residential programmes provide full accommodation, food and transport to the venue.

**Purpose of the role**

The Assistant Team Leader role is key in creating a positive, safe and memorable NCS experience for a team of 15 - 17 year olds. Assistant Team Leaders will support the team leader to lead, inspire and develop a team of up to 16 young people through the NCS programme.

Assistant Team Leaders will need to be innovative and think outside the box. They will provide pastoral care, deliver inclusive curriculum sessions and support young people in implementing a social action project.

The role is suitable for a dynamic and confident person with experience of leading groups of young people, being able to both motivate, support and guide them as they take part in the programme.

**Responsibilities**

* Assist, inspire and motivate a team of up to 16 young people through the NCS Programme. Ensure that the pastoral care, and safety needs of the young people are met at all times.
* Engage and build positive relationships with young people to provide effective support, mentoring and coaching on a one-to-one & group basis.
* Encourage the development of teamwork, leadership and social development skills in team members.
* Encourage young people to reflect on their own experience and share this with others.
* Support the team leader to ensure all activities and sessions are adapted to include and meet the needs of all team members.
* Plan, adapt and deliver assigned curriculum sessions which include reflective learning, facilitate workshops and youth-led sessions.
* Ensure all policies and procedures and administration tasks are completed accurately and within allocated time scales including handling personal data, safeguarding reporting and risk assessments(including government-led COVID-19 safety measurements).
* Support the team of young people to work successfully with the local community to develop impactful social action projects.
* Work closely with the NCS team, Assistant Team Leader, Wave leader, and delivery partners to support the young people on the programme.
* Support young people with challenging behaviour, and ensure the NCS code of conduct is upheld.
* Attend regular supervision sessions and compulsory training to enable all duties to be carried out effectively.

**The Selection Criteria Essential**

* Experience of working directly with young people (either in a voluntary or paid capacity)
* Ability to inspire and motivate young people from a variety of cultural, economic and social backgrounds.
* Ability to assist, support and facilitate group sessions and activities.
* Ability to build a positive rapport and empathy with young people and adults.
* Ability to lead and work collaboratively as part of a team.
* Strong interpersonal & communication skills.
* A commitment to safeguarding, health and safety, equality and diversity and data protection.

**Desirable:**

* Experience of working directly with young people (either in a voluntary or paid capacity)
* Ability to inspire and motivate young people from a variety of cultural, economic and social backgrounds.
* Ability to assist, support and facilitate group sessions and activities.
* Ability to build a positive rapport and empathy with young people and adults.
* Ability to lead and work collaboratively as part of a team.
* Strong interpersonal & communication skills
* A commitment to safeguarding, health and safety, equality and diversity and data protection.

**Work Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Wave** | **Start date** | **Programme** | **Location** |
| Wave 1 | 5th July | 3 Week | EH |
| Wave 2 | 12th July | 2 Week | HRK |
| Wave 3 | 19th July | 2 Week | EH |
| Wave 4 | 2nd August | 3 Week | HRK |
| Wave 5 | 9th August | 2 Week | EH |

**General Information**

We are an inclusive and diverse employer and welcome applications from all suitably qualified persons regardless of race, age, gender, disability, religion/belief, sexual orientation or age.

Will endeavour to provide reasonable adjustments at all stages of our recruitment process for applicants with disabilities or health conditions.

All applicants must demonstrate eligibility to work in the UK.

**Safeguarding Statement**

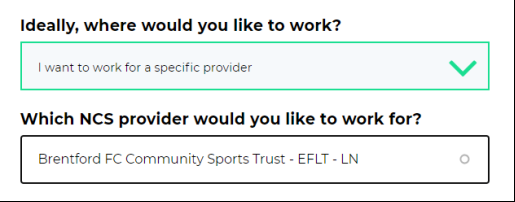
As an organisation working with young people, we employ safer recruitment practices, including but not limited to the processing of an enhanced DBS for all successful candidates, thorough references checks as well as ongoing safer recruitment monitoring, policies and checks'. The appointment will be confirmed upon receipt of the DBS check and two acceptable references

**To Apply**

**Stage one**

Register with NCS Trust by completing a short webform. [REGISTER WITH THE NCS TRUST HERE](https://wearencs.com/work-with-us/on-programme)

In the form, you will be asked, “Where would you ideally like to work?” You will have the option to select either location or provider. Select “I want to work for a Specific provider” Please select “Brentford FC Community Sports Trust - EFLT - LN” from the list of NCS partners to ensure your expression of interest reaches us directly.



**Stage two**

Complete the Brentford FC CST NCS Application Form and attach it to the online application using the link below:

<https://hr.breathehr.com/v/ncs-assistant-team-leader-15890>

**Deadline to apply:**

First Round: 14th April

Second Round: 28th April

Third Round: 12th May

If your application is successful you will need to attend a group assessment.

Please note: Although we have 3 application rounds, we recommend applying early as job offers will be made shortly after assessments. Once we have filled all of our roles, we will no longer be taking applications.

If you have any questions please email us directly at

[NCS-staffing@brentfordfccst.com](mailto:NCS-staffing@brentfordfccst.com).