

NCS Summer 2018

Staffing Information Pack

National Citizen Service is a youth programme delivered across the country during the Summer and Autumn school holidays.

It provides young people aged 16-17 with an amazing opportunity to make some great friends and learn the stuff they don't teach them in class – all while having the time of their life.

We are looking to appoint Team Leaders and Team Mentors to support our programme.

Week 1: Have an Adventure: 5 days residential

An action packed five-day residential in the Lake District or Berwick, with team building, problem solving, challenging outdoor activities and most importantly, fun! Young people live with their team at an outdoor activity centre, getting to know each other and experiencing the freedom of being away from home with new friends.



Week 2: Build Skills for Life: 5 days residential

A five-day residential located at a University Halls. Not only will young people be learning to cook for themselves (think roast dinners, not beans on toast!), but they'll also learn some huge life skills that make for a killer CV. They will find themselves meeting organisations and important people from their local community, whilst learning about the issues facing them, as well as developing new personal skills such as teamwork, leadership and communication.



vInspired
Opportunities for young
people to do good things



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Weeks 3 and 4: Make Your Mark: 60 hours over two weeks

Now young people have two weeks to put all the skills and experiences they've learnt into practice as a team agreeing on a social action project that will really make a mark on the local community.

This is their chance to be part of something amazing - plan their own project, fundraise for it and make it happen!

In recognition of young people's volunteering efforts they will be encouraged to apply for a v50 National Volunteering Award.



Celebration

At the end of the programme we'll throw a big party to celebrate everything that the young people have achieved. Not only will they be a completely different person, but they will have made a huge network of amazing friends for life and done something truly inspirational in their community.



The Future

Once young people have completed the programme, they are now part of the bigger NCS family - our grads have the chance to attend some of the greatest shows and events going and we'll be constantly developing amazing ways to keep them involved with us, their community & with all of our fantastic partners.



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Staffing Dates

Delivery Dates

We have four sets of delivery dates (Waves) for staff to choose from.

	Phase 1 – Away Residential	Phase 2 – Home Residential	Phase 3 – social action planning	Phase 3 – social action delivery
Wave 1	Mon 2 nd – Fri 6 th July	Mon 9 th – Fri 13 th July	Mon 16 th – Fri 20 th July	Mon 23 rd – Fri 27 th July
Wave 2	Mon 16 th – Fri 20 th July	Mon 23 rd – Fri 27 th July	Mon 30 th July – Fri 3 rd Aug	Mon 6 th – Fri 10 th Aug
Wave 3	Mon 30 th July – Fri 3 rd Aug	Mon 6 th – Fri 10 th Aug	Mon 13 th – Fri 17 th Aug	Mon 20 th – Fri 24 th Aug
Wave 4	Fri 3 rd Aug – Tues 7 th Aug	Fri 10 th – Tues 14 th Aug	Fri 17 th – Tues 21 st Aug	Fri 24 th – Tues 28 th Aug

A Celebration Event will be held in September for each Wave.

Staff Training

All staff must attend a weekend training residential (dates to be confirmed). Staff are also required to complete additional online training modules developed nationally by the NCS Trust covering NCS Ethos, Safeguarding, Critical Incident Response and Safety.

Welcome Event

Staff are expected to run an Induction Event one week before departure to meet their team of young people.



Role Outline

Pre-programme

- Complete all required face to face and online training.
- Deliver an Induction Event for your team.

Programme Delivery

- Lead your team of 15 young people through a structured four week programme of residential and community-based activities.
- Inspire and motivate the young people in your group to remain fully engaged in the NCS programme throughout.
- Be a positive role model at all times respecting professional boundaries.
- Provide pastoral care and guided reflection opportunities to young people, especially those within your team.
- Maintain contact with your team via text or phone call prior to commencement of each week to clarify arrangements and ensure their attendance.
- Plan and deliver evening activities and supervise dorms during residential weeks.
- Support your team to plan and deliver a realistic and meaningful Social Action Project that is of real benefit to the local community.
- Work alongside, guide and support other staff allocated to your team.
- Ensure young people remain safe throughout the programme.
- Accurately and fully complete all paperwork relating to the programme to set deadlines.
- Liaise regularly with your Phase Co-ordinator to keep them informed of any issues and progress.
- Undertake face to face and online training as required by VODA.

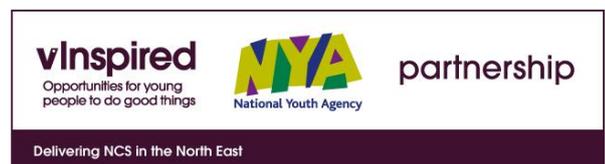
Skills, Experience and Characteristics

- Experience of supporting and motivating groups of young people.
- Commitment to helping young people to play an active role in their community.
- Experience of supporting young people to reflect on their learning.
- Strong interpersonal skills, with an ability to quickly develop rapport with young people.
- Understanding of professional boundaries and appropriate relationships with young people.
- Well organised.
- A sense of humour.
- All staff must have an Enhanced DBS Disclosure covering them to work with children and young people, issued within the last 18 months.
- All staff must have a valid First Aid and Food Hygiene certificate (VODA can signpost you to appropriate online training providers)

Payment

Successful candidates will be offered a contract for consultancy services. This will not constitute a contract of employment in any form whatsoever. Individuals will be responsible for the payment of their own taxes including, but not limited to, Income Tax and National Insurance.

Upon the successful completion of staff training and delivery of the four-week programme, Team Leaders will be paid £2,000 and Team Mentors will be paid £1,500.



Testimonials

Young People

“It made me step out my comfort zone and gain so much confidence. I got to experience things which I have never done before and probably never will.”

“I met so many long lasting and life-long friends. It was just a really fun 4 weeks and getting to learn new skills and develop communication and team work skills will really benefit me in the future. Also it just made me feel proud and happy that I got to talk to different members of the community and hopefully made a difference.”

“NCS was one of the best things I've done with my life. It's really boosted my self-confidence and given me a new sense of purpose.”

Parents

“NCS really does everything right. It brings people together so that teams genuinely connect over the few weeks that they are together and gives just the right balance of independence and guidance for the social action projects to be successful while still being left, broadly to the participants.”

“Matthew has benefited immensely from taking part in this project – his confidence has gone through the roof, he has made friends, he has matured and become more independent, and he has developed new skills. One very happy child!!”

“NCS has been life changing for my son. He came back a different boy with a great group of new friends.”

Staff

“The training was informative and fun and really gave you a taste of your role. I felt well prepared and excited to start just after the first training day.”

“An eye-opening, brilliant experience that has taught me so much, I would love to come back next year and keep improving.”

“VODA have been outstanding from start to finish and their organisation and support of the activities and events was excellent.”

MORE INFORMATION

If you have any questions about VODA's NCS programme please get in touch:

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Please note that no part of this information pack constitutes an offer of employment.



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