



AFC WIMBLEDON
FOUNDATION

Club Together

Job Title: NCS Team Leader

Reporting to: NCS Wave Lead

Location: Merton, London

Salary: £1394-1640 (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 a 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

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

Team Leaders will be required to lead, inspire and develop 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 a **professional, dynamic** and **confident** person with experience of leading groups of young people, being able to both motivate them and command their respect.

A single programme includes outdoor activities, skill development and the delivery of a community project. Team Leaders will need to be **innovative** and **think outside the box** as well as **capable of supporting a team** of young people to meet the desired outcomes. 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 **passionate** and **committed** applicants to work in the role of Team Leader.

In their role, Team Leaders will have to **engage, enthuse** and **influence** their team to get the most out of their NCS experience. To do this, candidates will need to be a **confident** and **strong facilitator** whilst leading their team by example. Where team members face challenges on programme, it will be the duty of the Team Leader to provide guidance in the form of supportive and constructive advice.

NCS is an experience of a lifetime that has the potential to **change a young person's outlook and future**. As a Team Leader, you will therefore get an unforgettable 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 Team Leader would be expected (but not limited) to undertake the following:

- Lead, inspire and motivate a team of up to 16 young people in both residential and community-based settings
- Take responsibility for the pastoral care for a team, ensuring their health, wellbeing & safety including monitoring their welfare and being aware of any support, medical or learning needs
- Ensure young people are engaging in activities and manage challenging behaviour
- Coach young people to broaden their outlook and assist their personal development throughout the programme
- Follow a structured timetable and effectively facilitate key curriculum sessions provided by AFCWF/NCS
- Complete key administration tasks and provide all appropriate documents to support the proper monitoring and evaluation of the programme
- Follow and uphold safeguarding, incident, information governance, health and safety and risk assessment policies and guidance
- Support the planning and delivery of a Social Action Project and ensure that the desired outcomes from an organisational perspective are met
- Build and maintain positive professional relationship and supportive rapport with all young people in your team
- Positively engage with all stakeholders involved in programme and manage their relationship with the Foundation
- 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 2 years' experience of working with young people **(E)**
- Personal resilience & empathy for others **(E)**
- Experience planning & facilitating sessions for a diverse group of people **(E)**
- Experience motivating a team i.e. co-ordinating team members to achieve desired outcomes **(E)**
- Experience of working with young people in a residential setting **(E)**
- Experience managing a project, completing administrative tasks and handling data **(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 written & verbal communication skills **(E)**
- Proven teamwork skills including giving and receiving feedback **(E)**
- Ability to build strong rapport with others whilst maintaining a professional boundary/working relationship **(E)**
- A recognition and understanding that each young person is an individual and be able to tailor approach **(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)**
- A clear understanding of Social Action including knowledge of what makes a good project **(E)**
- Good knowledge of AFCWF's place in the local community including existing programmes **(D)**