



## JOB DESCRIPTION

Job Title:	Team Leader
Reporting to:	Operations Manager
Location:	Foundation House, Jo Street, Salford
Salary:	£22,000 per annum
Hours:	Full Time: 35 hours per week
Contract:	Maternity Cover until 1 <sup>st</sup> September 2020

### Introduction

Salford Foundation seeks to appoint a motivated and innovative Team Leader to join a committed team organising and delivering National Citizen Service (NCS) to over one thousand young people each year. NCS is the government's flagship youth development programme, funded through the Cabinet Office and NCS Trust. Each NCS programme consists of:

- A period of recruitment and retention work with cohorts of Year 11 and Year 12 students, their parents and carers;
- Residential experiences, including outward bound and teamwork activities;
- Non-residential skill development sessions and project planning;
- Completion of a social action project;
- A graduation event and the opportunity to participate in ongoing volunteering and social action activity as an NCS graduate.

The Team Leader will be responsible for a proportion of the day-to-day management of the NCS project in Salford and Trafford, reporting to the Operations Manager and assisted by full-time NCS Co-ordinators. You will help over-see the ongoing development of the full NCS programme; this includes managing relationships with institutions such as schools and colleges in order to recruit young people to the programme; overseeing programme delivery, recruiting, training and managing staff.

You will have a background of working with young people in an educational, voluntary or community setting.

There is a requirement for the post holder to be flexible in their working patterns and be expected to work some evenings, weekends and residentials away from your home base.

## Specific Tasks

- Line manage and supervise a proportion of the staff team on a day-to-day basis.
- Promoting the programme to groups of professionals and organisations.
- Overseeing the effective recruitment, retention and management of relationships with young people.
- Utilise evaluative data and graduate feedback to improve delivery content for future NCS programmes and adjust activities accordingly.
- Overseeing the delivery of a high quality youth programme to young people in Salford and Trafford.
- Management of high profile graduation events after each NCS programme.
- Line management and day-to-day supervision of full-time staff directly employed by Salford Foundation; conducting regular performance reviews.
- Support with the recruitment, selection and training of sessional staff and volunteers.
- Undertaking management functions in respect of the residential elements of the programme, alongside senior colleagues.
- Managing relationships with key partners and supporters such as community groups, Local Authority services and business sponsors.
- Create and maintain data collection processes for the administration of confidential information.
- Providing management information to the Foundation Senior Management Team as requested by your line manager.
- Attend Team Leader and Manager meetings within the Youth Intervention section and Company-wide, as requested.
- Developing marketing and promotional materials for the project.
- Work with the Operations Manager and other Team Leaders on issues that affect over-arching team performance and contractual delivery.
- To implement and comply with all the Foundation's policies, including the Safeguarding Children Policy and procedures and ground rules for implementing appropriate behaviour with children and young people.
- Any other duties as reasonably required by the Foundation management team.

## Person Specification

### *Knowledge*

- Knowledge and understanding of management systems, processes and tools
- Understanding of the voluntary, public and private sectors.
- Knowledge and understanding of the government's Big Society agenda in general and the NCS programme in particular.
- Knowledge and understanding of schools and colleges.
- A good working knowledge of child protection, equal opportunities and health and safety policy and practice.

### *Experience*

- Experience of overseeing projects at significant scale and ensuring targets are met.
- Experience of recruiting, supporting and directing other staff members and volunteers.
- Experience of maintaining relationships with partner organisations and brokering new relationships with potential partners.
- Experience of developing and managing community projects with young people.
- Experience of leading residentials for groups of young people.
- Working to personal targets.
- Experience in the use of IT software and of Microsoft Office.

### *Skills*

- Excellent written communication and interpersonal skills.
- Demonstrable ability to work effectively with young people from a wide range of backgrounds and with different levels of need.
- Ability to plan, prioritise and organise own workload and that of others.
- Ability to work independently and as part of a team.
- Ability to work to targets.
- An empathetic approach.

### *Values & Attitudes*

- Committed to Salford Foundation's mission statement and ethos and to promoting this internally and externally.
- Committed to young people's personal and social development and to providing opportunities which enable them to reach their full potential.
- Committed to treating people equally, respecting differences and challenging prejudice and discrimination.
- A positive, enthusiastic and 'can do' approach to work.
- Committed to your own learning and development.

### *Special Conditions*

- This post is subject to an enhanced-level DBS check.
- The post-holder must hold a full driving licence and have a car available to be used for business purposes.
- The post-holder will be expected to work regular evenings and weekends and undertake residentials away from your home base.