



**Team Leader/
Team Assistant
Job Application Pack**

Who are we?

Rotherham United Community Sports Trust (RUCST) are a charity who use the power of football to engage with the communities of Rotherham. We are proud of the work we do with a real range of citizens and the positive impact that has on society. We are committed to giving people a chance and nurturing potential, giving equal opportunities to everyone. NCS is a department within Rotherham United Community Sports Trust, consisting of 4 core members...

What is NCS?

National Citizen Service (NCS) is a unique opportunity for 15-17 year olds (year 11 & 12) to bridge the gap between school and employment. The programme aims to help individuals to build on their skills, gain more confidence and become that bit more independent ready for their next steps in life. Here at RUCST we have designed an exciting programme to ensure maximum learning and of course lots of fun along the way. The young people will meet new people, challenge themselves, learn to work effectively as a team and aim to leave a positive lasting legacy on their community.

What does the programme look like?

NCS is a 2 week programme, with a graduation after Summer:

Week 1: This is a residential from Monday – Friday (see locations and dates for more information) where teams will take part in outdoor activities such as rock climbing and water sports. They will also complete workshops designed to upskill and boost their CVs during the residential week.

****All accommodation, food and transport is provided to staff members.**

Week 2: This week is based in Rotherham and is none- residential. The teams will take part in community mapping activities and deliver a social action project that they have planned themselves to gain real life and work experience whilst giving back to the community.

****Staff members will make their own way to activities and provide their own food.**

Graduation: Young people celebrate their achievements and gain their NCS certificate at a prom like event put together by RUCST at Magna on an evening in September.

Main Duties

No 2 days are the same on NCS but here are some responsibilities a team leader/assistant will have:

- Lead or assist lead a team of up to 16 participants ensuring their physical and mental needs are met at all times, referring back to their medical and personal information provided.
- Deliver a variety of different activities including team building exercises in a safe manner
- Support external deliverers of specialist sessions for young people.
- Supervise and support the young people on a residential basis.
- Ensure the constant safety of our participants throughout the course of the programme including responding to and reporting safeguarding concerns.
- Ensure every young person is engaged and gaining the most out of the programme by generating a positive atmosphere through fun, enjoyment and mutual respect.
- Use experience and knowledge to inspire and guide the young people to plan and deliver a social action project
- Maintain organised paperwork (team leaders) and relay vital information efficiently to the wave leader or relevant members of staff.
- Work with a team assistant or team leader (depending on role) to ensure participants are receiving a professional and high-quality programme.

General Duties

- Respond to incidents and/or emergencies in line with company policy
- Adhere to NCS's brand standards
- Carry out any other reasonable tasks required

Who are we looking for?

We are looking for team leaders and team assistants who:

- Have at least 1 year experience working with young people.
- Are able to inspire, motivate and support young people with empathy toward their emotional and physical wellbeing
- Have a can-do attitude with the ability to think on own initiative, problem solve and work as part of a team.

National Citizen Service

Team Leader/Team Assistant

Person Specification

Essential

- Experience working with young people, ideally aged 15-17 years old, in a paid or voluntary capacity
- Proven ability to build rapport with young people
- Be confident, friendly and approachable in nature
- Understand the needs of young people and potential issues they may face
- Be a positive role model to young people
- Have excellent organisation skills
- Good communicator and ability to work as part of a team
- An interest in young people and their development
- Knowledge of health and safety when it comes to working with young people
- Comfortable reporting to senior staff members
- Willingness to fully participate in all aspects of the programme including team building delivery
- Ability to remain professional, calm and level-headed in difficult situations
- **Must be over the age of 18**

Desirable

- Previous knowledge and experience of working within NCS
- Voluntary or paid experience working within the charitable sector.
- Experience in working with vulnerable young people
- Proven problem solving skills with ability to work on own initiative
- Full UK driving license with access to own vehicle for occupational use and/or access to reliable and regular public transport.

Wages

You could earn **up to £980** per programme this summer (not including training pay)

Staff are paid on a monthly basis including holiday pay

Wages are calculated on:

Role (team leader or team assistant)

Age

How many programmes are worked during the summer

Compulsory Training

All staff members are required to attend **compulsary** training in order to work the summer.

This year's training is a residential weekend:

Friday 20th May (evening) – Sunday 22nd May at Kingswood, Dearne Valley

****This weekend is fully paid** and accommodation and food is provided throughout the weekend

The training includes:

- Induction to NCS at Rotherham United Community Sports Trust
- Emergency First Aid at Work
- Health & Safety including Safeguarding and mental health first aid
- Residential Training: NCS Ethos, Guided Reflection and Social Action training

Benefits

- Gain a wealth of knowledge and experience in a range of environments and situations to develop life skills, leadership and mentoring skills to aid successful applications for future employment
- Very rewarding role inspiring young people and observing them develop throughout the programme
- Fully paid training with CPD opportunities
- Return transport to week 1 accommodation
- Week 1 accommodation and food provided (breakfast, lunch & dinner)
- Priority invite for following year roles (if successful)
- Access to Rotherham United football fixtures (upon request)

When is the summer programme?

You must be able to work the full 2 weeks and the induction date on the days applied for.

Summer 2022 dates are as follows:

Wave 1: Monday 4th July – Friday 15th July (induction Mon 27th June, 5 – 7pm)

Wave 2: Monday 18th July – Friday 29th July (induction Mon 11th July, 5 – 7pm)

Wave 3: Monday 1st August – Friday 12th August (induction Mon 25th July, 5 – 7pm)

Wave 4: Monday 15th August – Friday 26th August (induction Mon 8th August, 5 – 7pm)

****You are not required to work weekends during these times**

You may choose to work more than 1 date, however we do advise these are not back to back waves.

Rotherham United Community Sports Trust

Application Form

Please note this post is subject to an enhanced DBS check and validation of references prior to any employment offer being made.

Complete this application form in black ink or type for ease of copying

Role Details

Role Title:	Team Leader*/Team Assistant* delete or circle as appropriate
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Personal Information

Title:	
Surname:	
Forename(s):	
Address:	
Postcode:	
Date of	
Age:	
NI Number	

Contact details

Mobile:	
E-mail:	

Other information

- | | |
|---|--|
| • Do you have any unspent criminal convictions? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

If so, please give details:	
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If you answered YES, the procedures under our policy on employment of ex-offenders will apply (includes volunteer roles). You may request a copy of the policy.

- | | |
|---|--|
| • Do you hold a valid driver's licence and your | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

- Entitlement to work in the UK

All applicants will be asked as part of the interview process to provide documentary evidence of their right to work in the UK. Do you have any restrictions that apply to you? Yes ☐ No ☐

If yes please give details of any restrictions:

Past experience: this can include voluntary work, paid work and personal experience (continue on a separate sheet if necessary)

Dates	Type of experience or employer	Overall role	Experience or skills gained

Education or Training

Please give details of any courses you have attended and educational qualifications you have achieved (continue on a separate sheet if needed)

[illegible]

Supporting Statement

In conjunction with the person specification, tell us about yourself and why you feel your knowledge, experience and skills would make you suitable to work on the NCS Summer Programme (continue on a separate sheet if needed)

Availability

You will be required to complete a full wave during Summer 2022. The following dates denote our confirmed wave dates for Summer 2022. Please highlight or circle **all those** that you would be able to complete.

Wave 1: Monday 4th July – Friday 15th July

Wave 2: Monday 18th July – Friday 29th July

Wave 3: Monday 1st August – Friday 12th August

Wave 4: Monday 15th August – Friday 26th August

Please state any dates that you **WILL NOT** be available during 4th July – 26th August 2022

References

Please give the names and addresses of two referees. One **MUST** be your most recent employer. In addition to this a character reference will be accepted in lieu of another employment reference. A character reference is someone you have known for 3 years or more with knowledge of your skills to which reference can be made.

Name:	
Occupation:	
Address:	
Postcode:	
Tel:	
Email:	
Relationship to you:	

Name:	
Occupation:	
Address:	
Postcode:	
Tel:	
Email	
Relationship to you:	

May we take up references before the interview stage?

Yes ☐ No ☐

Declaration

RUCST recognise its duties, statutory and otherwise to ensure that the Trust functions with a view to safeguarding and promoting the welfare of Young People on the NCS programme. All new staff will be subject to an enhanced DBS (Disclosure and Barring Service) in line with the Trust's safe recruitment policies and procedures.

During the course of your casual role, your activities may be recorded through photographs and video. Do you consent that the images of you may be used in media or publicity materials and celebration publications produced by Rotherham United Community Sports Trust?

Yes ☐ No ☐

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- We may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after commencement of the volunteer role, the ending of the relationship.

I declare that, to the best of my knowledge, the information on this form is correct and that I have not left out significant information in a way intended to mislead.

Signature:		Date:	
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When completed please forward to: Erin Langham (NCS Coordinator), RUCST, New York Stadium, New York Way, Rotherham , S60 1AH

Email: elangham@rotherhamunited.net

Data Protection – Under the GDPR 2018 regulations RUCST will use the information you provide in this form solely for dealing with you as an applicant. RUCST has a Data Privacy Policy which can be found at <http://www.rucst.co.uk/privacy-policy/> . Your data will be stored and used in accordance with this Policy.

Equal Opportunities Form

Surname:	
Forename(s):	
Pronouns:	

Ethnicity

Asian or Asian British:	Mixed:
Indian <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
Pakistani <input type="checkbox"/>	White & Black African <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	White & Asian <input type="checkbox"/>
Other Asian background (please specify):	Other mixed background (please specify):
Black or Black British:	White:
Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
African <input type="checkbox"/>	Irish <input type="checkbox"/>
Other Black background (please specify):	Other white background (please specify):
Chinese <input type="checkbox"/>	Other background (please specify):

Gender and Gender Identity

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Sexual Orientation

Heterosexual <input type="checkbox"/>	Homosexual <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Please indicate if you identify as having one or more of the following:

Learning Disability <input type="checkbox"/>	Mental Health issues <input type="checkbox"/>	Long-term illness <input type="checkbox"/>
Multiple Disabilities <input type="checkbox"/>	Physical Disability <input type="checkbox"/>	Sensory Disability <input type="checkbox"/>
Other (please specify):	Prefer not to say <input type="checkbox"/>	Non Disabled <input type="checkbox"/>

We will hold and use your details to monitor diversity and to evaluate and improve our services in partnership with key funding bodies. A hard copy of this form is kept for audit purposes and your details will be stored according to data protection law on a central database. We will not divulge any personal information to other agencies without your consent.