



IT ALL
STARTS AT **YES**



NCS Staff Recruitment Information Booklet

Programme Leaders,
Team Leaders
& Team Mentors

Summer 2018



The NCS Ethos

This is the cornerstone of our delivery and collectively, the principles create a unique experience for young people:

- **Social mixing:** Providing young people with the opportunity to mix and build relationships with people from different social backgrounds.
- **Challenge:** Putting young people through a series of challenging activities to take them out of their comfort zone and develop strength of character.
- **Increased responsibility and independence:** Providing a progressive journey that hands over more responsibility to young people as the programme progresses and develops the leadership skills necessary to succeed in the workplace.
- **Reflection:** Encouraging young people to reflect, supporting them to learn from their experiences and become more resilient, confident and more effective in their decisions and relationships.
- **Social Action:** Enabling young people to connect with and get involved in their communities and develop skills that are useful for future employment.
- **Inspiration:** Encouraging young people to flourish after NCS – continuing to mix, contribute to their community and achieve personal goals.

These principles are at the heart of everything we do.

A Summary of the NCS Programme

| Phase | Purpose and outline content | Location | Duration |
|----------------------|--|---|--|
| Pre-programme | This centres around promotion and building awareness of NCS. Recruitment and taster events, meet & greet and parental information evenings aim to excite everyone about the experience to come. | Various locations | January – June |
| 1 | A programme of team building and physical challenges at an outdoor education centre more than an hour from home. Activities such as climbing, bouldering, weaselling, caving, bushcraft, watersports and abseiling take place. The focus is on teambuilding and personal / social development. | (TBC) | Four night, five day team building residential experience. Accommodation is camping with approx. 4 in each tent. |
| 2 | A set of structured skill and personal development sessions designed to help young people develop their transferrable skills whilst understanding more about their local community, social action, project planning, fundraising, marketing, and campaigning. They'll meet many charities and service providers who support the community. This will inspire them to plan and deliver their own SAP. | Based at the University of Nottingham. | Five days, four nights residential in University of Nottingham Halls of Residence |
| 3 | Participants design and deliver a social action project to address a problem or need in their local community. | School sites and / or a setting within the community. | 60 hours (over 10 days, Mon-Fri only, no weekends) |
| 4 | A large scale graduation event to celebrate achievements, receive certificates and find out about the potential to progress to become an NCS Ambassador and Volunteer. | TBC | Last day of programme 6.00pm – 7.00pm |

In more detail.....

Programme Leaders, Team Leaders and Team Mentors are required to attend for all four phases (4 weeks). All staff are required to attend and complete staff training and come along to as keep-warm taster activities when possible. Programme Leaders and Team Leaders must all have completed mandatory first aid training which we will provide.

Phase 1

Outward Bounds Residential Experience in TBC

Phase 1 is designed to stretch young people out of their individual comfort zones and allow them to grow in a way they wouldn't be able to in an ordinary classroom environment. Our outdoor providers have designed tasks to encourage every individual to "shine" within each team, enabling them to work together and take on challenges that they cannot complete by themselves. Not all outdoor centres will have access to the same range of activities or facilities, however the nature of challenge will remain similar throughout.

The young people will be challenged as they take part in unfamiliar outdoor activities. These activities will facilitate social, personal and team development through the way the tasks are completed, and through reflection led by you, their leaders and mentors.

Guided reflection plays a key role in all phases, but especially Phase 1, as the young people will learn how to evaluate and improve on their performance through each task. You will be expected to lead these reflections enabling the young people to think about how they approach tasks in the future. NCS reflection tools have been produced to help you deliver quality sessions that are fun and engaging.

You will also be expected to motivate and lead the group and encourage them to fully participate in each activity. The activities can be physically challenging, and may be unnerving to some of the young people, but maximum benefit can only be achieved if the young people give each activity their best efforts. This means that you must have a calm yet positive attitude when approaching each task, and through this, inspire the young people in your team with a desire to succeed.

Phase 2

'Skill Building, Personal Development and Social Action' residential at the University of Nottingham

The Phase 2 programme will feature scheduled visits to local community organisations and projects. It is important to effectively manage behaviour as the young people will be representing NCS and Nova. There will be workshops each day at the University of Nottingham that focus on the skills the young people need to plan and implement their own social action project; project management, budgeting, fundraising, discussing social issues, understanding local issues, presentation skills, first aid and risk assessment. The role of the team leader and mentor will be to facilitate some of those workshops following the lesson plans and guidance provided, lead discussions and supervise workshops led by visiting speakers.

Participants and staff will stay 'all-inclusive' in University of Nottingham accommodation. Staff will be responsible for supervising participants during residential including an 'on call' night rota.

Phase 3

Project planning

During Phase 3, participants will plan and deliver their social action project. It is the responsibility of team leaders and mentors to co-ordinate their team, making sure that each member knows exactly where and when they are to meet, setting tasks to guide the young people towards choosing and planning a social action project.

To effectively complete Phase 3, the young people must be inspired by social need in their area. It is your job to ensure that they gain this inspiration by reflecting on the sessions and themes that featured Phase 2. You should guide them towards to find a 'common local cause' that they can all agree on and feel passionate about.

Once the project is ready to be implemented, young people will be out and about representing NCS, therefore behaviour management is essential to ensure that NCS and Nova are seen in a positive light by the public. Punctuality will also be important because being late could affect the whole group's plans for the day. In addition to this, you must be a role model to them in the way you act and behave, so that the young people will replicate the way you act.

The main aspect of the NCS programme is the social action project that the young people create and deliver. We believe this is where NCS truly comes to life as young people make profound impacts on the lives of others within their community.

During project delivery, you and your group will need to make sure that health and safety is stringently observed. All associated controls such as risk assessments must be completed and all participants must be aware of any provisions in place to ensure the safety.

Things don't always go to plan, and when things go wrong, you will be expected to motivate the group and help them come up with a new ideas. This will mean thinking on your feet, and supporting the young people to effectively adapt to the changing circumstances they are facing.

Phase 4

Graduation

To celebrate the achievements of our participants we are organising a graduation ceremony. The graduation is a chance to celebrate what your team has learnt and the journey they have been on. It is a high profile occasion designed to highlight the impact of the programme and give our participants a voice to express how they feel about their accomplishments. Parents / guardians, VIPs and representatives from charities are invited to join in with the celebrations! Wave Leaders, Team Leaders and Mentors are required to attend graduation and celebrate alongside their team.

Wave Dates Summer 2018

These are our summer dates. All staff **must** be available for **four** consecutive weeks.

Please confirm whether you are available for wave one or wave two when you apply.

| | Phase 1 – Residential and outdoor activities | Phase 2 – Residential in University of Nottingham Halls of residence | Phase 3a – Planning the Social Action Project | Phase 3b – Delivering the Social Action Project | Tick Here to confirm your availability |
|--------------------------------------|---|---|--|--|---|
| Wave 1 (25/6/18 – 20/7/18) | 25/6/18 – 29/6/18 | 2/7/18 – 6/7/18 | 9/7/18 – 13/7/18 | 16/7/18 – 20/7/18 | |
| Wave 2 (9/7/18 – 3/8/18) | 9/7/18 – 13/7/18 | 16/7/18 – 20/7/18 | 23/7/18 – 27/7/18 | 30/8/18 – 3/8/18 | |