**Team Assistant - National Citizen’s Service (NCS)**

Inspire Suffolk have an exciting opportunity for you to join one of Suffolk’s most energetic youth charities this summer.

Inspire Suffolk transforms the lives of young people across Suffolk through a range of education and development programmes, we are currently recruiting for motivated and energetic people who have experience of working with young people, preferably on NCS to lead and support a team of 15 young people during our summer programmes.

The National Citizen Service (NCS) is a fantastic opportunity open to all 15 to 17-year-olds across England, providing them with skills and experiences that can’t be learnt in the classroom. We aim to support participants' personal and social development and help provide them with the confidence, skills and attitudes to take on active roles within their communities and develop themselves as part of their transition into adulthood.

**AIM OF THE ROLE:**  As part of the role you will safely and effectively support a team of young people through each of the three phases of the NCS programme and deliver activities where appropriate. The postholder will also support the Team Leader in carrying out their main responsibilities and encourage, motivate and inspire their team to make the most of their NCS experience and help them to develop transferable skills for their future.

**MAIN RESPONSIBILITIES:** Your main duties will include:

* Supporting, encouraging and motivating a team of fifteen young people to complete all phases of the NCS programme
* Assisting the NCS Wave Leader/Team Leader during all activities.
* Engaging and building positive relationships with young people
* Working with the NCS staff team to deal with any challenging behaviour
* Taking the lead at times when the Team Leader is dealing with a situation
* Supporting/delivering ice breaker activities to young people at keep warm events and during the actual programme.

**QUALIFICATIONS & EXPERIENCE:** To be successful in this role you will preferably have:

* GCSE’s or equivalent
* First Aid Qualification
* Previous NCS experience preferred but not essential
* Experience and understanding of the issues affecting young people.
* Ability to work on your own initiative to an agreed action plan.
* Ability to handle sensitive and confidential issues with tact and diplomacy
* Able to work within a flexible timetable
* To uphold and positively contribute to the credible reputation of Inspire Suffolk and the ethos of NCS, over the course of all activities associated with the NCS programme.

**ADDITIONAL INFORMATION:**

Dates Available for Ipswich, Lowestoft, Mid Suffolk programmes:

**Wave 1** – 25th July 2022 (10 days over 2 weeks)

**Locations**: Ipswich, Lowestoft, Mid Suffolk TBC

**Wave 2 –** 15th August 2022 (10 days over 2 weeks)

**Locations**: Ipswich, Lowestoft, Mid Suffolk TBC

Please state your preferred Wave within your application

**PAYMENT:**

Fixed rate of £750 per wave.

**HOW TO APPLY:** If you are interested in this role please register your interest on the NCS website <https://wearencs.com/work-with-us/on-programme>

Please select Inspire Suffolk as your preferred provider.

**CLOSING DATE:**

The closing date for applications is the 31st March at 12pm, Interviews will take place from the 18th April 2022.