

## The EBP

### JOB DESCRIPTION

#### SAFEGUARDING STATEMENT

At The EBP children and young people are at the heart of everything we do, therefore our top priority is the protection and safeguarding of children and young people. The EBP is committed to safeguarding and promoting the welfare of young people and expects all staff, partners and volunteers to share this commitment.

We ensure staff are recruited under our robust safer recruitment processes, which includes checking references and enhanced DBS checks where applicable. All staff and volunteers are required to complete mandatory safeguarding training regardless of whether they work with children, young people and vulnerable adults.

We have a suite of safeguarding procedures, policies and guidance for all of our managers, staff and volunteers to ensure we actively promote children and young people's welfare and safety in all activities.

#### MISSION STATEMENT

The EBP is a social enterprise which develops the skills of young people. We work in partnership with a broad range of organisations and partners in order to contribute to key local, regional and national agendas, which benefit education and business.

We lead in the provision of specialised services and solutions for education and business.

We are proud of our strengths in People Development and Corporate Social responsibility.

We are committed to safeguarding and promoting the welfare of children and young persons and expect all staff to share this commitment.

<b>POST:</b>	<b>NCS Cohort Lead Autumn 2018</b>
<b>DATES:</b> October	<b>Various throughout September and</b>
<b>RESPONSIBLE TO:</b>	Operations Manager
<b>HOURS:</b>	7 days, including some overnight residential events and 30 hours social action.

**\*Please note that this post is subject to an enhanced DBS check.\***

## MAIN PURPOSE OF JOB

- The NCS Cohort Lead is responsible for the successful delivery of National Citizen Service (NCS), ensuring all tasks are carried out on time and to the highest standard. This involves working directly with young people (age 15/16+) and managing the performance of Mentors.
- To provide support and leadership during National Citizen Service (NCS) to Lead Mentors, Mentors and SEND Mentors.
- To act as the main point of contact during NCS for Mentors and young people aged 15-24 and their families throughout the duration of the programme.
- To feedback to The EBP Operations Manager on a regular basis, reporting incidents and safeguarding issues as appropriate.

## KEY RESPONSIBILITIES

- To provide overall support and team leadership for NCS staff, including leading daily team briefings and ensuring activity timetables are followed.
- To actively remain present, visible and approachable to all NCS staff and young people throughout the duration of the NCS programme.
- To act as the main point of contact for NCS staff, Young People and their families.
- Ensure NCS staff are adhering to their Code of Conduct at all times.
- Ensure all reports and auditable documents are completed correctly and in accordance with pre-agreed deadlines, including those which NCS staff are responsible for.
- Ensure NCS staff adhere to all Risk Assessment protocols, observing all Health and Safety requirements.
- Respond to and address concerns regarding NCS staff performance and conduct, reporting outcomes to The EBP HR team.
- Ensuring the safeguarding of young people is paramount and reporting any issues to the dedicated EBP Safeguarding Manager as appropriate.
- Ensuring group harmony and facilitating the group dynamics, tackling any issues and resolving confrontation using training provided.
- Leading and monitoring NCS staff performance and recognising any needs for additional support, providing guidance and support as required.
- Administer basic First Aid if required as per training.
- Ensure all activities are undertaken in the spirit of the NCS Social Bond.
- Uphold and positively contribute to the credible reputation of The EBP and the ethos of NCS, over the course of all activities associated with the NCS programme.

## Training

- To attend all mandatory training as set out by The EBP.

## General

- To represent The EBP during NCS in a professional manner.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- In the absence of a member of NCS staff you may be required to directly act as a mentor for a particular group.

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- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

## **Experience required for the post**

- Working with young people within a leadership role.
- Problem-solving/trouble-shooting
- Organising/facilitating an event and/or or project
- Full driving licence and a car available for work use

## **Experience – Desirable**

- Experience of managing teams and staff performance.
- Experience supervising young people during residential-based events
- Experience of working with young people with SEND

## **Essential requirements**

### **Proven Skills**

- Ability to build a rapport with young people
- Ability to develop and maintain effective relationships
- Awareness of professional boundaries
- Ability to effectively and respectfully resolve potential or existing conflicts
- Creativity and resourcefulness
- Ability to successfully lead a team

### **Personal Qualities**

- A genuine interest in the welfare of young people and commitment to supporting them throughout the duration of NCS
- Strong interpersonal skills
- Confidence in commanding the respect of young people and NCS staff
- Leadership skills
- Enthusiasm and drive to ensure successful delivery of NCS
- Empathic, sensitive and approachable nature
- Tolerance and patience
- Ability to remain calm and composed in difficult situations
- Sound judgement and responsible nature
- Good written / verbal communication skills
- Good organisational and problem-solving skills
- Ability to lead and work as part of a team
- Flexible approach to work
- Commitment to support young people and NCS staff throughout the duration of NCS
- Confidence to recognise and resolve issues appropriately.

This post requires an enhanced DBS check and appropriate safeguarding training.