

The EBP

JOB DESCRIPTION

MISSION STATEMENT

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.

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.

POST:

NCS Lead Mentor Summer 2019

DATES:

4 week programmes start dates listed below:

Summer Waves Lincolnshire:

Wave 1 - 24th June

Wave 2 - 1st July

Wave 3 - 8th July

Wave 4 - 15th July

Wave 5 - 22nd July

Summer Waves Leicestershire:

Wave 1 - 24th June

Wave 2 - 1st July

Wave 3 - 22nd July

Summer Waves Northamptonshire:

Wave 1 - 24th June

Wave 2 - 1st July

Wave 3 - 8th July

Wave 4 - 15th July

Wave 5 - 22nd July

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MAIN PURPOSE OF JOB

- To provide support and leadership during National Citizen Service (NCS) to Mentors acting as their first point of contact.
- To act as liaison point during NCS for Mentors and young people aged 15-24 and their families in the absence of the Wave lead.
- To feedback to Wave lead on a regular basis, reporting incidents and safeguarding issues immediately.

KEY RESPONSIBILITIES

Welfare

- Ensuring group harmony and facilitating the group dynamics, tackling any problems and resolving confrontation using training provided.
- Ensuring the safeguarding of young people is paramount and reporting any issues to the Wave Lead immediately.
- Administer basic First Aid if required as per training.
- Accept receipt daily of completed NCS Attendance Register from Mentors by telephone or face to face and report this to Wave Lead within 15 minutes of the agreed start time.
- 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.
- To act as liaison point for Mentors, Young People and their families in the absence of the Wave Lead.
- Ensure your allocated Mentors adhere to all Risk Assessment protocols, observing all Health and Safety requirements.
- Ensuring all resources are requested / obtained and delivered to Teams in a timely manner.

Training

- To attend at least 2 training days including First Aid, Safeguarding Children, Risk Assessments, Guided Reflection, Team Building.
- To participate in a pre-NCS briefing session.

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 Mentor you may be required to directly act as a mentor for a particular group.
- 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 supervising young people during residential-based events

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Essential requirements

Proven Skills

- Ability to build a rapport with young people
- Ability to develop and maintain effective relationships
- 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 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 throughout the duration of NCS
- Confidence to escalate issues to hierarchy

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