**National Citizen Service Mentor**

We work with a variety of partners including National Governing Bodies of Sport, local authorities, schools, Lincolnshire County Council, sports clubs and participants, to manage and coordinate programmes and events which encourage people to keep active. One programme we are in involved in is NCS, a government funded project that looks to develop young people and aid them to gain employment in the future.

**VISON:** Inspiring Lives in Your Community

**MISSION:** To create and provide opportunities that inspires individuals and communities to improve their physical, social or mental wellbeing through active participation.

**POST:** NCS Mentor, NCS Social action mentor, Lead Mentor.

**DATE:** 11th July to 5th August 2016 (Monday to Friday each week)

**STRUCTURE:** 20 days including 2 x 4 night residential weeks

* Week 1 – Adventure Residential
* Week 2 – University Residential
* Week 3 & 4 – Community Based (30 hours per week)

**RESPONSIBLE TO:** NCS Cohort Lead

**SALARY:** £450.00 - Social action mentor weeks 3&4 only.

£1342 – Mentor weeks 1 to 4 including residential weeks 1&2

£1850.00 – Lead Mentor weeks 1 to 4 including residential weeks 1&2

**MAIN PURPOSE OF JOB:** To act as a mentor for young people (age 15-25) taking part in The National Citizen Service by directly leading and taking responsibility for them in groups, including on residential stays.

**OTHER:** This post is subject to an enhanced DBS (Disclosure and Barring Service) check and training.

**JOB DESCRIPTION:**

Participants, in teams of 15, spend one week away from home at a residential centre engaging in outward bound and physical activities; they then spend one week in University type residence developing their key skills. These two phases do include unsociable working hours. In the third and fourth weeks young people design, research and implement a Social Action Project – something done to positively impact their local communities. The programme culminates with a graduation ceremony where groups showcase their achievements

**PERSON SPECIFICATION**

**Experience - essential**

* Working with young people
* Leading or co-leading a group of people

**Experience - desirable**

* Experience of supporting young people during residential-based events
* Helping to organise/facilitate an event and/or project
* Some evidence of helping to support a project (this could be gained via voluntary or paid work)
* Full driving licence and ideally a car available for work use

**Essential Requirements**

**Proven Skills**

* Ability to build a rapport with young people
* Ability to develop and maintain effective relationships with Young People and Team Members
* Ability to effectively and respectfully resolve potential or existing conflicts
* Problem-solving/trouble-shooting
* Creativity and resourcefulness

**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 attitude
* 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 concerns to hierarchy

**FULL JOB DESCRIPTION**

**KEY RESPONSIBILITIES**

**Welfare**

* Ensuring you understand the individual requirements of each Young Person you are mentoring, utilising the information provided by Lincolnshire sport partnership and EM1’s The Young Peoples Team.
* Ensure the safety, welfare and supervision of young people and Student Helper at all time.
* Taking responsibility for supporting each Young Person based on not only the information you have been provided, but also by conducting your own research as necessary, including communicating with parents as and when required
* Ensuring group harmony and facilitating the group dynamics, tackling any problems and resolving confrontation using the training provided
* Reporting appropriate welfare issues to the NCS Lead Mentor and Cohort lead whilst also ensuring the immediate welfare needs of the young person are met.
* Ensuring all personal information regarding young people is kept in accordance with data protection requirements.
* Ensure that you only discuss confidential information with others about the young people on a need to know basis other than in instances of safeguarding.
* Ensuring the safeguarding of young people is paramount and reporting any issues to the Lead Mentor or Co-hort lead when Lead Mentor is unavailable.
* Report any concerns / incidents to the NCS Lead Mentor or Co-hort Lead when Lead Mentor is unavailable.
* Administer basic First Aid if required as per training.

**NCS activities**

* Ensuring appropriate video / photographic footage is taken to record your group’s activities using guidance from Mentor Pack.
* Ensure all activities are undertaken in the spirit of the NCS Social Bond.
* Ensure young people abide by the rules set out in the NCS Social Bond.
* Report any failures of the NCS Social Bond to the Lead Mentor and Co-hort Lead.
* Complete daily the NCS Attendance Register within 15 minutes of the agreed start time and report this to Lead Mentor by telephone if the Lead Mentor is not close by.
* Uphold and positively contribute to the credible reputation of Lincolnshire sport and the ethos of NCS, over the course of all activities associated with the NCS programme.

**Residential Events**

* To support your group of young people during residential events, including 2x 4 overnight stays.
* To provide support and team leadership for the young people, facilitating their day / night activities.
* Being an active member of the group, taking part in activities where appropriate and demonstrating a ‘joining in’ team spirit.

**Social Action Projects**

* To support the delivery of your group’s allocated Social Action Project in consultation with your local community.
* To make contact with Social Action Hosts and build a relationship with the host.
* Ensure Young People adhere to Social Action hours, and report any pre booked absences to the Lead Mentor.
* Ensure you adhere to all Risk Assessment protocols, assess when the risk becomes dynamic, and observe all Health and Safety requirements.
* Ensuring all resources are requested and obtained in a timely manner.
* Ensure the Social Action Project is planned appropriately, including sourcing resources
* Facilitate the Social Action Project; ensuring the project is carried out safely and to the requirements of the community.
* Ensure you are supervising the Student Helper and report any inappropriate behaviour or misconduct to the Lead Mentor.
* Ensure the Young People and Student helper are aware of their surroundings and any actions may affect the reputation of the Lincolnshire sport partnership.

**Guided Reflection**

* To facilitate the process of Guided Reflection on a daily basis, encouraging young people to speak about their experiences, ensuring the inclusion of all group members, using a variety of methods provided in training.
* To ensure young people add to their NCS Journal and Scrap Books on a daily basis.

**Training**

* To attend up to 2 training events, including: First Aid, Safeguarding Children, Risk Assessments, Guided Reflection, Team Building and Social Action planning
* To complete NCS ethos training
* To attend a pre-NCS briefing session.

**General**

* To represent Lincolnshire sport partnership 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.
* Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

For more information please contact Alex

**Alex Nightingale** |  NCS Programme Lead

(Children & Young People)

**T: 01522 730 325 Ext: 215**

**M: 07940 937 689**

**Email: alex.nightingale@lincolnshiresport.com**

Eco One  |  Highcliffe Farm  |  Ingham  |  Lincoln  |  LN1 2WE | Sat Nav Postcode: LN1 2YQ