

PETROC

NCS WAVE LEADER

Barnstaple Campus

Full time and fixed term
(must be able to work until 26/08/2022)

Information for Candidates

PETROC

TERMS & CONDITIONS OF EMPLOYMENT

Hours of Work

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Staff will normally work a 37-hour week, pro- rata for staff on a part time basis.

Holiday

You will be entitled to 30 days paid leave per annum, plus Bank Holidays; pro- rata for staff on a part time basis. The college traditionally closes between Christmas and the New Year and these three days are additional to your leave entitlement.

Pay

As detailed in the job description below.

Probationary Period

As with all Petroc appointments, there will be a 6-month probationary period. This is to provide the opportunity for your line manager to ensure that you are supported in your role and progressing as expected. The notice period will be one week during this probationary period.

Pension Scheme

You will automatically join the Local Government Pension Scheme. Your contribution would be from 5.5% of your gross salary, with Petroc contributing 14.9% on your behalf.

Performance Development Reviews (PDR)

All Petroc employees are required to take part in annual PDR's. Your review is aimed at establishing work targets and identifying any training and development needs you may have.

Induction

On joining, you will take part in our induction programme including, Equality, Diversity & Inclusion Training, Health & Safety, Safeguarding and Prevent Training as part of your Contract of Employment.

Trade Unions

You will be entitled to join a union at the college and are encouraged to do so by college management. College management consults with staff through a Joint Consultative Committee framework upon which recognised trade unions and/or professional organisations are represented. The recognised union for support staff is UNISON. If you are appointed to the post you are applying for and wish for more information, the Human Resources Office will put you in touch with the appropriate branch representative.

Criminal Background Disclosure

You are required to declare any pending criminal prosecutions you may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that you would not need to disclose any 'protected' cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Please note, failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role.

DBS Disclosures will be taken up on successful candidates only.

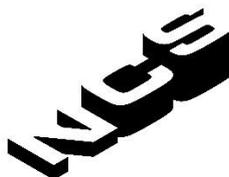
Sick Pay

Petroc offers you the benefit of an enhanced sickness allowance when absent due to illness after your probation period. This allowance ranges from 30 days full pay and 61 days half pay during 1st year of service up to a maximum of 183 days full pay and 183 days at half pay after 5 years' service.

ID Badges

Photo ID badges are issued on appointment and can be used for photocopying and library borrowing as well as for identification purposes. It is a requirement that you wear your badge whilst on any college premises.

PETROC



NCS SEASONAL WAVE LEADER

FIXED TERM
UNTIL 26 AUGUST 2022

JOB DESCRIPTION

Line Manager:	NCS Project Manager
Hours per week:	37 (To include some evenings/weekends & residential stays when programmes are running)
Weeks per year:	52
Salary scale:	Scale 4, Pts 14-17
Salary:	£18,733 - £20,864
Date of Job Description:	January 2022

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate (either on the back of Part 1 of the application form or on a separate sheet) details of their disability.

MAIN FUNCTIONS OF THE JOB

- To support in the preparation for successful delivery of summer 2022 NCS programmes
- To oversee the wave of teams throughout each phase of the NCS experience
- To act as the main point of contact between the core NCS team, seasonal staff and residential providers
- To maintain the safety and wellbeing of staff and young people throughout the wave
- To work alongside the other Wave Leaders to provide 'on call' assistance to staff/ young people over night whilst on residential

applicants **must be available and willing to take part in residential programmes throughout July and August.*

MAIN DUTIES AND RESPONSIBILITIES

- To work flexibly across all phases of the project including residentials and possibly evening and weekend work.
- Ensure that residential centres and workshop spaces are left clean and tidy at all times.
- To manage complex situations on the ground and respond with sensitivity and logic
- Work alongside the Petroc Safeguarding Team and ensure a strong safeguarding culture within the wave

- To manage the requirements of the residential sites and ensure that all young people are supervised in a suitable manner
- Utilise Petroc and NCS policies to investigate issues or complaints that may arise during the wave and escalate promptly and appropriately.
- Ensure a culture of encouragement and recognition is visible at individual, team and programme level
- Respond to feedback from staff and young people on the wave and utilise this to improve and change programme delivery where appropriate
- Speak publicly to an audience and present information in a dynamic and engaging manner in order to motivate and inspire staff and young people on the wave
- Ensure that session resources for phase 2 are prepared in advance and delivered to a high standard.
- Provide effective support for staff members who find their team's dynamics challenging
- Monitor and evaluate group work from young people on the programme
- Organise and facilitate activities that provide positive collective experiences for the wave
- Identify areas for development in staff on programme and coach/ support them to develop skills in effective leadership
- Hold regular meetings with team staff on the wave to set clear expectations for the following day/ activity and respond to issues that arise as a result – provide core NCS Team with necessary updates
- Support staff and young people to engage with community groups and cross sections of local society
- Assist in the delivery of social action projects across two locations.
- Collect high quality photo and video content and liaise with NCS and Petroc marketing teams to promote good news stories
- Collate social action reports on all programmes and upload to Salesforce CRM system
- Encourage young people to engage with the Changemaker programme following their residential experience

GENERAL REQUIREMENTS

Petroc is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through the selection stages and pre-employment checks.

Petroc is committed to Equality and Diversity and promoting Equality and Diversity and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through ensuring that at all stages of recruitment and selection are non-discriminatory and individuals are employed or promoted regardless of gender, marital status, age, ethnic origin, religion or belief, sexual orientation, disability or previous criminal records.

Actively take part in the College probation and appraisal process.

Undertake such duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

APPLICATION

All positions are subject to the completion of an Enhanced DBS Disclosure

Completed applications should be returned to staffrecruitment@petroc.ac.uk or to the Human Resources Office, Petroc, Old Sticklepath Hill, Barnstaple, Devon, EX31 2BQ by no later than the closing date on the website.

If you have not been called for interview within three weeks of the closing date for this post, unfortunately you have not been successful on this occasion.

Criteria	Essential	Method of Assessment	Desirable
Qualifications	<ul style="list-style-type: none"> Full UK Driving licence and access to own car 	Application	
Experience	<ul style="list-style-type: none"> Previous experience of NCS projects 	Interview Application	
Knowledge	<ul style="list-style-type: none"> Understanding of how NCS programme ethos relates to and supports individual participant development 	Interview Application	<ul style="list-style-type: none"> Knowledge and understanding of the legal framework regarding safeguarding, consent, confidentiality, information sharing and data storage
Skills	<ul style="list-style-type: none"> Excellent communication and ability to remain calm and effective in situations of considerable stress and time pressure – to communicate difficult messages with sensitivity, conviction and authority. Confidence in recognising and addressing inappropriate or risk-taking behaviour exhibited by staff or other responsible adults throughout the wave Ability to establish relationships with groups of young people and individuals in very short time periods. Ability to engage with young people with additional inclusion and communication needs Ability to effectively delegate roles to staff members to ensure effective programme delivery overall. Ability to work independently and use initiative 	Interview Application	
Attributes	<ul style="list-style-type: none"> Calm and reassuring presence in potentially stressful situations Positive and motivating in challenging circumstances 	Interview	