



Developing the leaders of tomorrow

Job Pack

NCS Team Leader



What we do

UpRising is a UK-wide youth leadership development organisation. Our mission is to open pathways to power for talented young people from diverse and underrepresented backgrounds. We equip them with the knowledge, networks, skills, and confidence to fulfil their leadership potential, find new opportunities and transform the world around them through social action.

Why?

The people who represent our interests and lead our institutions do not reflect the population of Britain today. The majority of those with power often come from a narrow range of backgrounds. We unearth and inspire young talent across the UK, so that our communities will have leaders who truly understand and serve their needs.

How?

We offer a range of leadership and employability programmes for 16-25 year olds. Our flagship programme is a nine month leadership programme providing 'access behind the scenes' training sessions with some of the UK's most senior leaders across the political, private, public and not for profit sectors. Thanks to the generosity of our supporters, participants do not have to pay to attend any of our programmes.

Background

UpRising was developed and launched by the Young Foundation in 2008 in East London. In April 2013 UpRising became an independent charity. We now operate in seven regions across the UK, London, Bedford, Luton, Birmingham, Stoke-on-Trent, Manchester and Liverpool and have an impressive alumni network of over 650 talented young leaders. We will serve 2,000 young people in 2014/15 alone.

UpRising's NCS Programmes

We deliver the National Citizen Service (NCS) in Tamworth. During July and August 2016, we will be working with 150 young people from the local area.

NCS is a once-in-a-lifetime opportunity for sixteen and seventeen year olds to develop their confidence, learn new skills, make new friends and learn more about making a difference in their community.

The programme kicks off with a residential at an outdoor activity centre for five days, where young people test their limits through a range of challenging activities and experience the freedom of being away from home with new friends. Young people will then spend five days at a University halls of residence, where they will live independently and develop a range of useful life skills. Participants then spend the next week in Tamworth, where they learn more about their local area and develop a social action campaign to benefit the local community.



UpRising NCS Team Leader Role

UpRising is looking to recruit Team Leaders who are able to lead, inspire and motivate a group of sixteen and seventeen year olds throughout UpRising's delivery of the NCS this summer. Team Leaders will be leading a team of young people both on the outdoor residential component of the programme (at least two hours away from Tamworth), the home residential component of the programme (at Keele University) and in the local community in Tamworth. Team Leaders will support and lead the other staff allocated to their team (Team Assistant and NCS Mentor) to ensure the successful delivery of the NCS experience.



UpRising – NCS Team Leader Job Description

Main Purpose and Scope of the Job

- To lead, inspire and motivate a group of up to fifteen 16 and 17 year olds throughout UpRising's delivery of NCS this summer.
- Team Leaders will be leading a team of young people both on an outdoor residential, at a home residential and in the local community in Tamworth.
- Team Leaders will support and lead the other staff allocated to their team (Team Assistant and NCS Mentor) to ensure the successful delivery of the NCS experience.

Position in Organisation

- **Reports to:** NCS Project Manager and NCS Coordinator
- **Responsible for:** Team Assistant & NCS Mentor

Duties and Key Responsibilities

The programme lasts fifteen days in total. NCS starts with a five-day outdoor residential (outside of the West Midlands), followed by a five day home residential at a University Halls of Residence. This is followed by five days of sessions where young people develop and deliver their social action campaigns in the Tamworth area.

- Lead your group of young people through a structured itinerary of activities at each phase of the programme;
- Inspire and motivate the young people in your group to remain fully committed to the NCS programme throughout;
- Be a positive role model at all times;
- Plan, prepare and facilitate the set UpRising curriculum;
- Provide pastoral care, guided reflection and discipline of young people; especially those within your team;
- Work with the Team Assistant to deal with challenging behaviour from young people (with central support from the NCS Project Manager and NCS Coordinator);
- Supervise young people on coach journeys to and from the outdoor residential centre;
- Maintain contact with the young people in your group via text or phone call prior to commencement of each session to ensure continued attendance & commitment of team members;
- Work alongside, guide and support other staff allocated to your team;
- Ensure the participants remain safe and adhere to Health and Safety guidelines throughout the programme;
- Live with and support participants in residential activities. This will include supervision of evening activities and dorms;
- Complete all administrative paperwork relating to the programme to set deadlines;
- Liaise regularly with the NCS Project Manager and NCS Coordinator to keep them informed of any issues and progress;
- Support and maintain contact, meet face to face and be available to support your team during the planning and delivery of young people's social action campaigns.

Expense

- All meals and accommodation are provided during the five-day outdoor and five-day home residentials. Lunch will be provided during the community and social action sessions in Tamworth.

Training

- All Team Leaders receive three days of compulsory non-residential training to deliver our NCS programme. An NCS induction will take place on Wednesday 25th May and Wednesday 1st June, with a third training day to take place week commencing 6th June (date TBC). Please do not apply for this role if you are unavailable to attend these training dates.
- Prior to the programme starting, taster sessions have been arranged for participants to meet, get to know one another and have any questions answered. There will be opportunities for successful candidates to undertake paid sessional work prior to programme delivery to support the central UpRising NCS team with keep-warm delivery.

Delivery Dates

UpRising are delivering two waves of NCS programmes this summer. Candidates must be available to work at least one of the following two waves:

July Programme:

Phase 1 (outdoor residential): July 4th – July 8th

Phase 2 (Keele University residential): July 11th – July 15th

Phase 3 (Tamworth): July 18th – July 22nd

August Programme:

Phase 1 (outdoor residential): August 1st – August 5th

Phase 2 (Keele University residential): August 8th – August 12th

Phase 3 (Tamworth): August 15th – August 19th

General Responsibility

- Be proactive in keeping up to date with developments affecting the work at hand and maintain and improve personal competence through continuous professional development.
- Take direction on projects and priorities from the Senior Leadership Team, which may vary from time to time.
- Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
- Abide by all organisational policies, codes of conduct and practice.
- Support diversity and equality of opportunity in the workplace.

Future Paid Opportunities with UpRising

- UpRising will be recruiting paid sessional staff who are familiar with our values and ethos to support us with delivery on a range of programmes on a casual basis throughout the year, and there may be further opportunities for you to undertake paid work with us in the future.



UpRising – NCS Team Leader Person Specification

Successful candidates must demonstrate relevant experience relating to the following eight competencies as part of their application:

- Ability to lead, motivate and inspire others;
- A passion for working with young people;
- Ability to be resourceful under pressure;
- Ability to think on your feet;
- Ability to be a strong and positive role model;
- Enthusiasm and energy;
- Strong organisational and planning skills;
- A strong understanding of issues relating to Safeguarding young people.

What we have to offer

The role offers:

The opportunity to be part of a dynamic, values-driven organisation working to achieve lasting social change. A unique opportunity to work across the business, public and third sector to develop innovative ways of harnessing the potential of young people in Britain.



Terms and conditions:

Delivery of this role will take place in Tamworth, at an outdoor activity centre (two hours away from Tamworth) and at Keele University.

The salary offered for one wave as a Team Leader is £1335 (15 days of work), which rises to £2670 (30 days of work) for working across two waves.

Successful applicants at interview would be subject to a DBS check and would be required to attend induction and training prior to programme delivery.

How to apply

Application is by CV and a covering letter, setting out how you meet the requirements of the post. The covering letter should include details of your current role, salary and notice period, confirmation that you are a British or EU Citizen or otherwise have the right to work in the UK.

Please clearly state in your application whether you are available to work for the **July wave** only, the **August wave** only or **both waves**.

Please send your application to jobs@uprising.org.uk, quoting “**NCS Team Leader**”. Applications should include your notice period and two referees which we will only contact with your permission. For further information on this post please visit <http://www.uprising.org.uk/about-us/our-people/work-us>

Applications for this role will be considered on a rolling basis throughout April and May, until we have recruited the required number of suitable NCS Team Leaders to staff both programmes. We therefore encourage applicants to submit their application as soon as possible in light of this.

Interviews for April will take place week commencing 25th April.

We regret that we will only be able to reply and offer feedback to shortlisted applicants.

Our Trustee Board



Rushanara Ali - Chair

Rushanara Ali has been the Labour Member of Parliament for Bethnal Green and Bow since May 2010. She was one of the first three Muslim women, and the first person of British Bangladeshi heritage to be elected to the House of Commons. Rushanara has served on the Labour front bench as both Shadow Minister for International Development and Shadow Minister for Education. She was a member of the Treasury Select Committee until May 2015 and currently serves on the Energy and Climate Change Select Committee. Before entering politics, Rushanara was Associate Director of the Young Foundation, where she co-founded UpRising, Maslaha, and the Social Innovation Exchange. Rushanara has previously worked at the Home Office, at the Foreign and Commonwealth Office, as a Research Fellow at the Institute for Public Policy Research and as Parliamentary Assistant for Oona King, former MP for Bethnal Green & Bow. Rushanara also worked as Research Assistant to Lord Young of Dartington helping him to set up the charity, Futureversity (formerly known as Tower Hamlets Summer University) and Language Line, a national telephone interpreting company.



Geoff Mulgan

Geoff is Chief Executive of NESTA. From 2004-2011 he was the first Chief Executive of the Young Foundation, which became a leading centre for social innovation, combining research, creation of new ventures and practical projects. Between 1997 and 2004 Geoff had various roles in the UK government including director of the Government's Strategy Unit and head of policy in the Prime Minister's office. Before that he was the founder and director of the think-tank Demos.



Peter Kellner

Peter has been President of the pioneering online survey research company YouGov since April 2007, having served as Chairman from 2001 until 2007. He won the 2007 'Chairman of the Year' award from the Quoted Companies Alliance. During the past four decades he has written for a variety of newspapers and has also been a regular contributor on television and radio. He is also Chairman of the Royal Commonwealth Society.



Stephen Colegrave

Stephen is the co-owner of Giraffe, an independent advertising agency, and Boston Books. Previously Stephen was CEO of Saatchi and Saatchi Prague and went on to become Marketing Director of Europe, Middle East and Africa. He took a few years off to produce feature films including "Everybody Loves Sunshine" with David Bowie and Goldie. He published "Punk" a definitive history of the movement that sold over 500,000 copies worldwide and a series of books: Inside Music, to help people get into the music business.



Nadhim Zahawi

Nadhim Zahawi is co-founder of YouGov, a world leader in political and business information gathering and analysis, and MP for Stratford-on-Avon. As Chief Executive of YouGov, until running for election in 2010, he floated the company on the London Stock Exchange in 2005 and was named Entrepreneur of the year by Ernst & Young in 2008. Since becoming an MP, Nadhim has been elected onto the Business Innovation and Skills Select Committee. He proposed the St. Georges day Bill in December 2010 and in 2011 co-wrote the bestseller Masters of Nothing. In 2013 he was appointed to the Prime Minister's Policy Board with special responsibility for business and the economy and in June 2014 he was elected to the Foreign Affairs Select Committee, which examines the Government's foreign policy.



Daniel Bridgewater

Daniel is the founder and CEO of Fourth Wall, a training provider supporting individuals, groups and schools in setting and running up their own arts-based enterprises. He is also the co-founder of the leadership programme The Art of Leadership, which works with creative changemakers in Birmingham. Furthermore, he is a freelance consultant, and recently completed a project in India providing consultancy support to social enterprises in Mumbai. He graduated from the UpRising leadership programme in Birmingham in 2011 and co-founded the city's Emerging Leaders Advisory Board.



Bobby Seagull

Bobby believes in 'the teacher effect': a teacher has a multiplier impact on the welfare of our society. Bobby is doing work experience at Newham schools and is starting a PGCE at Cambridge University to train as a Maths teacher. He won a Sixth Form Scholarship for A-Levels at Eton College, studied Maths at Oxford University for a year and did a Maths & Economics degree at Royal Holloway. Bobby worked as a Trader in investment banking (Lehman Brothers and Nomura) and qualified as a Chartered Accountant (PwC). He is co-founder of OxFizz, an award-winning educational social enterprise.



Emma Howard

Emma works for the Guardian as a journalist, with her main interests in social issues and politics. She was longlisted for the Guardian's International Development Journalism Award in 2012 and most recently worked on their campaign on FGM. She previously spent two years working for a social enterprise focused on local activism and on an international microfinance project at CARE International UK. Emma has an English degree from Leicester and Strasbourg universities. Emma completed UpRising's programme in East London in 2012/13 and is now working with two other UpRisers to set up a social enterprise to support young interpreters - a campaign that first started on UpRising.



Seye Odukogbe

Seye is the founder of Stay Focused, a social enterprise dedicated to breaking down the practical barriers that stand in the way of talented, young people. Between 2010 and 2014 Seye was a Newham school governor setting strategic directions, policies and objectives to promote pupil achievement. He is also the founder of STO Associates an infrastructure planning and consultancy, developing sustainable transport solutions across Africa's emerging cities. Seye is a Windsor Fellow and currently an active member of the Abuja Global Shapers, an initiative of the World Economic Forum, where he continues to create change and reduce unemployment by championing Employability and Entrepreneurship programmes.



Chantal Misquitta

Chantal is a Human Resources Vice President at AstraZeneca, responsible for the Global Product & Portfolio Strategy organisation. Prior to that she built up her HR career at Procter & Gamble, where she had a diverse set of experiences in start-up, acquisitions, cultural change, and business turnaround, growth, and rationalisation, as well as the reward space. Born and bred in London, Chantal has lived and worked in India, the United States, and Switzerland, and is currently based in Cambridge. She has a degree in Human Sciences from the University of Oxford.