



UpRising

Developing the leaders of tomorrow

Job Pack

NCS Team Assistant

**What we do**

UpRising is a UK-wide youth leadership development organisation. Our mission is to open pathways to power for

Why?

The people who represent our interests and lead our institutions do not reflect the population of Britain

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

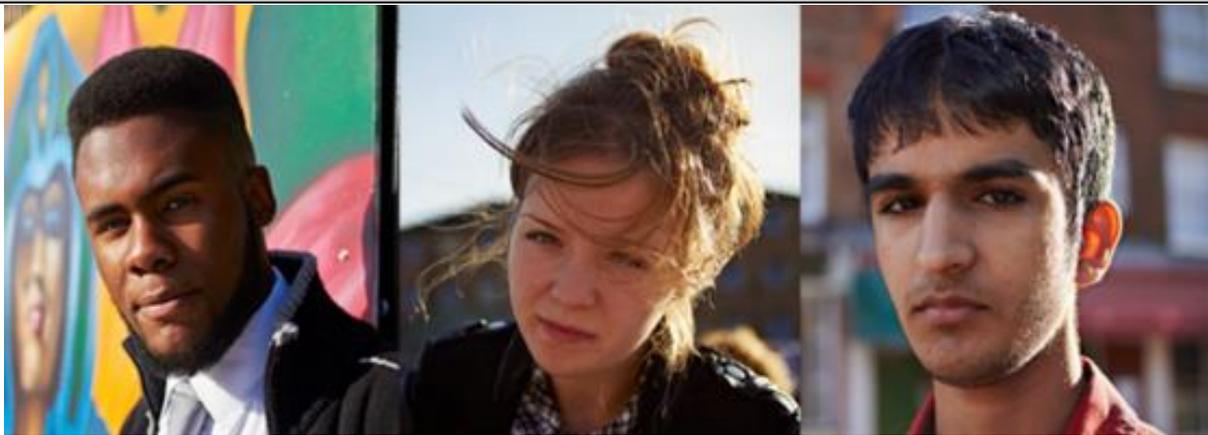
UpRising was developed and launched by the Young Foundation in 2008 in East London. In April 2013 UpRising

UpRising's NCS Programmes

We deliver the National Citizen Service (NCS) in Tamworth and Lichfield. During July and August 2017, we will be working with 255 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 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 or Lichfield, where they learn more about their local area and develop a social action campaign to benefit the local community.



UpRising NCS Team Assistant Role

UpRising is looking to recruit Team Assistants who are able to support, mentor and help develop a group of sixteen and seventeen year olds on both residential components of UpRising's delivery of the National Citizen Service (NCS) this summer. Team Assistants support the Team Leader and work alongside an NCS Mentor to ensure the successful delivery of the NCS experience on the outdoor residential component of the programme (at least two hours away from Tamworth and Lichfield) and the home residential component of the programme (at a local University) only.

UpRising – NCS Team Assistant Job

Description



Main Purpose and Scope of the Job

- To support, mentor and help develop a group of fifteen 16-17 year olds on both residential components of UpRising's delivery of the National Citizen Service (NCS) this summer.
- Team Assistants support the Team Leader and work alongside an NCS Mentor to ensure the successful delivery of the NCS experience.

Position in Organisation

- **Reports to:** Team Leader [NCS]

Duties and Key Responsibilities

Team Assistants will support Team Leaders for five days on the outdoor residential component of the programme, as well as for five days on the home residential component of the programme:

- Work alongside the Team Leader to support and develop your group of young people through a structured itinerary of activities on the residential phase of the programme;
- Be a positive role model at all times;
- Remain proactive, energetic and professional at all times;
- Assist the Team Leader with participants' pastoral care;
- Encourage and support your group of young people through any unforeseen challenges and setbacks;
- Assist the Team Leader to facilitate a range of personal development activities;
- Facilitate some icebreaker or energiser activities and assist with evening activities on the residential;
- Work alongside the Team Leader to inspire and motivate the young people in your group to remain engaged and motivated;
- Support the Team Leader with managing challenging behaviour;
- Travel with (and supervise) young people to and from both residential centres on the coach journey;
- Live with and support participants in residential activities. This will include supervision of evening activities and dorms;
- Ensure the participants remain safe and adhere to Health and Safety guidelines throughout the programme;
- Complete any administrative or logistical duties as directed by the Team Leader and/or Project Manager.

Expense

- All meals and accommodation are provided during the five-day outdoor and five-day university residential.

Training

- All Team Assistants receive two days of compulsory non-residential training to deliver our NCS programme. An NCS induction will take place on Saturday 18th June and Sunday 19th June, venue will be confirmed closer to the date. 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 three waves of NCS programmes this summer. Candidates must be available to work at least one of the following three waves:

Wave 1:

Phase 1 (outdoor residential): July 3rd – July 7th

Phase 2 (University residential): July 10th – July 14th

Wave 2:

Phase 1 (outdoor residential): July 17th – July 21st

Phase 2 (University residential): July 24th – July 28th

Wave 3:

Phase 1 (outdoor residential): July 31st – August 4th

Phase 2 (University residential): August 7th – August 11th

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 Assistant Person Specification

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

- 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;
- Ability to take direction and be pro-active as and when needed;
- 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 or Lichfield, at an outdoor activity centre (two hours away from Tamworth and Lichfield) and at local University.

The salary offered for one wave as a Team Assistant is £660 (10 days of work), which rises to £1320 (20 days of work) for working across two waves, and to £1,980 for working across all 3 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 previous roles and confirmation that you are a British or EU Citizen or otherwise have the right to work in the UK.

If you are only available to work one of the waves, please clearly state in your application whether you are available to work for on **Wave 1** only, **Wave 2** only, **Wave 3** only.

If you are available to work on two waves, please state which to i.e. **Wave 1 and Wave 2**. If you are available to work on all 3 waves, please state **'All Waves'**.

Please send your application to jobs@uprising.org.uk, quoting **"NCS Team Assistant"**. Applications should include one referee 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 Assistants to staff all programmes. We therefore encourage applicants to submit their application as soon as possible in light of this.

Interviews will take place weeks commencing **24th April and 8th May**.

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

Our Trustee Board



Rushanara Ali - Chair

Rushanara Ali is the Labour Member of Parliament for Bethnal Green and Bow. In October 2013 Rushanara was appointed Shadow Minister for Education in the Labour reshuffle. Previously she was appointed as the Shadow Minister for International Development. Prior to her election in May 2010, Rushanara was Associate Director of the Young Foundation. Previously, she worked at the Communities Directorate at the Home Office (2002 – 2005) leading a work programme in response to the 2001 disturbances in the north of England. She has also worked on human rights at the Foreign and Commonwealth Office; as a Research Fellow at the Institute for Public Policy Research; as Parliamentary Assistant for Oona King, former MP for Bethnal Green & Bow; and as Research Assistant to Lord Young of Dartington.



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 and has sat on the Energy Bill Committee. He proposed the St. Georges day Bill in December 2010 and in 2011 co-wrote the bestseller Masters of Nothing: The Crash and how it will happen again unless we understand human nature, with fellow Conservative MP Matthew Hancock.

**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 trainee digital 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 Odugbo**

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 leader at Procter & Gamble, currently responsible for Rewards in Africa, the Middle-East, and the Indian sub-continent, as well as the company's global Coaching program. Since 2000 she has also developed expertise in organisation design, strategy development, change management, and learning and development. Born and bred in London, Chantal has lived and worked in Mumbai, New York, and Geneva, leading HR for global and regional beauty care businesses. She has a degree in Human Sciences from Oxford University.