

NCS Lead Mentor Job Description

We recruit Lead Mentors to lead teams of sixteen and seventeen year olds through our NCS programme. These are passionate individuals with experience working with groups of young people.

The Lead Mentor is there to be a positive role model, to coach and motivate a team of up to 15 diverse young people. Your role will require you to support, stretch and maximize the learning for all the participants throughout the NCS Programme. Great care and attention has been taken to develop a NCS Programme model that harnesses the NCS ethos incorporating the young person's NCS experience. This unique curriculum has been successfully piloted over the last three years and meets all national guidelines for NCS.

We are very proud of our strong reputation and have high expectations of all our staff and firmly believe that great Lead Mentors are absolutely essential for the successful delivery of the NCS programme.

Lead Mentors lead, inspire and develop their team of participants through the NCS programme.

Phase 1; The first phase of the programme will be based at a residential outdoor activity centre alongside specialist instructors.

Phase 2; The following week varies between spring, autumn and summer. Spring and autumn are non-residential and made up of workshops developing independent work skills to young people. Summer is a further residential programme of four nights and five days, usually at a university setting developing independent living skills.

Phase 3; This will be a non-residential and will be based at a local centre. During this week the team will plan, design and deliver a social action project.

Lead Mentors will support and lead the other staff allocated to their team (Mentor and Volunteers) to ensure the successful delivery of the NCS experience.

We are looking for Lead Mentors who can commit to working with their team of 15 young people, for the entire length of the programme.

Responsibilities of the Lead Mentor:

- Lead your group of young people through a structured programme of activities at each phase of the programme.
- Inspire and motivate the young people in your group to remain fully committed and engaged to the NCS programme throughout.
- Be a positive role model at all times.
- Plan, prepare and facilitate the curriculum set by Flying Futures.
- Provide pastoral care, deliver guided reflection sessions and manage the discipline of young people within their team.
- Supervise young people on coach journeys.

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- 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 and during their social action project phase.
- Live with and support participants in residential activities in the residential aspects of the programme. This will include supervision of evening activities and dorms.
- Complete all administrative paperwork (attendance sheets) relating to the programme to set deadlines.
- Liaise regularly with your Programme Leader to keep them informed of any issues and progress.
- Undertake monitoring and evaluation if required.
- Support and maintain contact, meet face to face and be available to support your team during the planning and delivery of the 'Make a Difference' project.

About you

Candidates for the role of Lead Mentor must demonstrate the following skills and characteristics:

Essential:

- Experience of managing and motivating young people.
- Belief in young people and in helping them take more active roles in their communities.
- Experience working directly with teams of young people (either in voluntary or paid capacity) including some with challenging behaviour.
- Experience of facilitating small group discussions and reflecting on learning.
- Passion/interest in building stronger communities and seeing change in society.
- Well organised.
- Sound judgment and a responsible attitude.
- Ability to build rapport and empathy with young people.
- Interested in young people's personal development.
- Able to lead and work as part of a team.
- Strong interpersonal & communication skills.
- A sense of humor.

Beneficial:

- Success in managing and motivating people in challenging environments.

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- Experience of working in partnership with youth or diverse community organisations.
- Experience in a residential youth environment (e.g., youth camp, scout camp, boarding school etc.)

Payment

- The salary will be discussed at assessment events, as this varies between spring autumn and summer programmes.
- The payment will be made at the end of your contract on evidence of your successful completion of the project.
- Basic Rate income tax and NI will be deducted from the gross amount.
- You will be paid through pay roll (PAYE) unless you are able to provide evidence that you are self-employed and are able to make your own Tax & NI contributions. (subject to suitable insurance cover)
- If you are currently employed in a school/organization based role and you have agreed with them that you can be seconded/released to be able to take on the role as set out above, then we will pay the school/organization directly on submission of an invoice. You will need to negotiate any honorarium or additional days pay with your school or employer prior to applying.