



THIS **SUMMER**
I WANT TO...



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JOB DESCRIPTION
SOCIAL ACTION MANAGER
SUMMER 2019



POWERED BY



NCS SOCIAL ACTION MANAGER



POWERED BY



The **Social Action Manager** (SAM) joins The Challenge's core staff team during the delivery period of our 2019 Summer NCS programme.

This is a pivotal role, bridging the gap between our core Programmes teams and the seasonal staff working on the NCS programme. The SAM primarily works in the **NCS: Real Challenge** phase of the programme, which focuses on teams of young people **designing & implementing** their **social action projects**. You'll work alongside, or in some cases take over from, the Youth Programme Leader and inspire teams & seasonal staff to make a real difference in their communities.

This role is perfect for motivated individuals with experience of **youth engagement**, **social action** and **project management**.

| | |
|--------------------|--|
| Location | Greater London, Surrey, Bucks & Berks, West Midlands, Yorkshire or Greater Manchester |
| Role length | Up to 4 months |
| Salary | £20,000 - £22,000 pro rata (dependent on location) |
| Dates | 17th June to 6th September (some shorter contracts ending from 23rd August are also available) |
| Role type | On-site, manager |

MAIN RESPONSIBILITIES

- **Line manage** up to 10 seasonal staff & oversee the pastoral wellbeing of up to 130 young people in the final stage of the NCS programme.
- Support teams of young people to **design, develop & implement** social action projects, including campaigns, sponsorship events and volunteering days.
- Make **logistical adjustments** to activities & support staff to adapt sessions for young people with **inclusion** needs.
- Manage **logistics** for the programme delivery, including transport, equipment & other resources.
- Conduct **Risk Assessments** and give daily briefings to staff, recording incidents from the programme.
- Manage sponsorship money, petty cash, **budgets** & reconciliations.



- Support the delivery of the '**Showcase**', a performance for parents to see what the teams have completed on NCS so far.
- Empower young people to complete and '**graduate**' from the NCS programme.
- Encourage & inspire young people to **stay involved** with The Challenge after NCS.

PERSON SPECIFICATION

- Experience of managing **large-scale events** or projects.
- Experience of **presenting** to large groups.
- Experience of working with **young people**.
- Experience of designing & managing **campaigns**.
- Experience of managing **relationships** with external organisations.
- Experience of **line managing** teams of staff or volunteers.
- Understanding of working with **diverse community groups**.
- Ability to take initiative and work **independently**.
- Ability to work in a **fast-paced** environment.
- A desire to build stronger communities & advocate **social change**.
- **Positive** & motivated attitude.

WORK DATES

All Programme Delivery roles will work from roughly **May to September**. Should you be successful, your exact start and end dates will be confirmed upon role offer.

Please note: The Challenge is a fulfilling but demanding place to work. This is a **full time, temporary** role which requires staff to work **evenings & weekends** during delivery periods. You will be expected to be available to work full time throughout summer delivery (July & August).

TRAINING

You are required to attend and complete the following training as a condition of us employing you:

- 2-day familiarisation programme (*non-residential, unpaid*)
- First Aid training (*non-residential, unpaid*)
- Online training module designed by the NCS Trust (*non-residential, unpaid*)
- 3-day induction: **17th, 18th and 19th June 2019** (*office-based, paid*)

HEALTH, WELFARE & DISABILITY SUPPORT



The Challenge is an **equal opportunities provider**. If you consider yourself to have a disability or health condition which may present a barrier to you working on the NCS programme, we will make **reasonable adjustments** to your role and/or the programme wherever possible to make them more accessible for you.

For more information, or to discuss any concerns, please contact our Health, Welfare & Disability Service on hwd@the-challenge.org.

OUR SAFEGUARDING POLICY

The Challenge is committed to **safeguarding and protecting the young people** that we work with. As such, all posts are subject to a safer recruitment process, including the **disclosure of criminal records and vetting checks**. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our programmes. We expect all staff and post holders to share this commitment to safeguarding by ensuring compliance with our policies and practices.

DBS certificates: All candidates are required to return a satisfactory Disclosure and Barring Service (DBS) certificate dated on or since 1st January 2018, issued by The Challenge. We no longer accept certificates carried out by other organisations. The Challenge can assist with, and pay for, your DBS application if you don't currently hold one. We will provide more information on DBS certificates should you be offered a role.

References: We require two satisfactory references to ascertain your suitability to work on the programme. Both of your references must be from someone who knows you in a professional or academic context.

Apply now at: www.ncs.the-challenge.org/jobs