

Team Leader - Job Description

Job Title	Team Leader
Line Manager	Head of Business & Service Development
Salary	Up to £460.78 per week (dependant on role and experience)
Term	Seasonal Temporary Contract
Closing Date	Midnight, Sunday 19th April 2026
First Interviews	w/c 20th and 27th April 2026
Second Interview Assessment Date	May 2026 – date tbc

Introduction:

NYBEP is a not-for-profit organisation, nurturing the talent of young people to support them towards their successful future. Our role is to bring together schools, colleges, higher education, and employers in partnership and collaboration to develop the workforce of the future and inspire young people to succeed.

We develop, nurture and grow the talent of all young people through our quality assured learning programmes, the support we provide to the delivery of work-related learning, enterprise and employability, and the effective engagement of employers in education.

Our core values:

- *'Can do' approach – making things happen*
- *Partnership – achieving by bringing people together*
- *Positivity – believe in everyone and include everyone*
- *Respecting all and nurturing their talents*
- *Transparency and openness*
- *Creativity and innovation*
- *Responsiveness and flexibility*
- *Developing individuals and their communities*
- *High aspirations, high expectations*
- *Empowering those around us to achieve*

SPECIFIC RESPONSIBILITIES

The principal emphasis of the role is to –

Safely and effectively lead and support a team of up to 16 young people throughout their residential experience, and plan/deliver activities where appropriate (depending on model of programme delivery).

Supported by the Assistant Team Leader, you will be overall responsible for the journey of the young people and oversee the day-to-day management of your supporting Assistant Team Leader.

Please Note: The role does involve training, supervising, working with and/or being in sole charge of young people. Therefore, the successful applicant will be required to complete a Disclosure Barring Service (DBS) Check. The role is also subject to the completion of two reference checks and the successful completion of the second interview assessment process, safeguarding, prevent and first aid training.

Team Leader - Job Description

Specifically, the role will involve –

- Supervise and support the Assistant Team Leader and co-ordinate the workload with them considering their development in the process.
- Act as the pastoral leader of the group and be the main point of contact for external and internal people.
- Responsibility for the health, safety and wellbeing of the young people whilst on programme.
- Ensure young people are engaging in activities and manage behaviour issues whilst building a cohesive network of social mix within the group.
- Engage with Young People and offer pastoral support.
- Lead Guided Reflection.
- Follow Safeguarding, incident, information governance, health and safety and risk assessment protocol.
- Ensure activities are inclusive.
- Positively engage with community partners and manage the relationship.
- Consistently promote and encourage the NYBEP ethos through all work streams and activities.
- Facilitate and implement a meaningful residential experience for the young people.
- Ensure all data is kept secure in line with GDPR, and ensure registers are compliant and submitted promptly.
- Manage expectations of the group and be knowledgeable of the programme timetable.
- Complete relevant training as part of the assessment and interview process.
- Attend online Keep in Touch meetings and briefings people prior to programme for staff in preparation of the programme.
- Any further duties instructed by NYBEP in line with responsibility and salary.

Please Note: The role does involve training, supervising, working with and/or being in sole charge of young people. Therefore, the successful applicant will be required to complete a Disclosure Barring Service (DBS) Check. The role is also subject to the completion of two reference checks and the successful completion of the second interview assessment process, safeguarding, prevent and first aid training.

Team Leader - Job Description

CORE COMPETENCIES and BEHAVIOURS

Self-awareness:

- knows how they are perceived by others and able to combine this with own perceptions.
- demonstrates an ability to reflect on own development and a willingness to learn.
- able to act on reflection and feedback from others.

Resilience:

- able to demonstrate flexibility and adaptability; copes well with unforeseen circumstances.
- determined to focus on quality output, even in the face of adverse conditions.

Problem solving:

- anticipates future problems and threats, seeking to minimise or prevent them.
- has basic project management skills.

Creativity:

- demonstrates having original ideas; shows confidence in putting ideas forward.

Communications:

- varies method of communication and style to achieve results; imaginative use of media to suit audience/context.

Working with others:

- able to set aside personal agenda for the good of the team.

ADDITIONAL COMPETENCIES and BEHAVIOURS – JOB-SPECIFIC

Resilience:

- demonstrates and high level of personal energy.

Communications:

- able to achieve an effective balance between speaking and listening.
- develops rapport and personal credibility with others.

Frontline delivery:

- often leads and designs sessions of both a large and small-scale nature.

Please Note: The role does involve training, supervising, working with and/or being in sole charge of young people. Therefore, the successful applicant will be required to complete a Disclosure Barring Service (DBS) Check. The role is also subject to the completion of two reference checks and the successful completion of the second interview assessment process, safeguarding, prevent and first aid training.

Team Leader - Job Description

CORPORATE RESPONSIBILITIES

In addition, all NYBEP employees are expected to share the following common responsibilities:

- To recruit and support schools and businesses involved in high quality education business link activities in line with overall business objectives.
- To contribute towards ensuring the quality and effectiveness of NYBEP's services to schools and businesses across Yorkshire, Humber and the North East.
- To take responsibility for identified elements of the annual Business Plan and to deliver these within timescale and budget.
- To contribute towards NYBEP's Strategic Priorities and to adhere to identified Corporate Objectives and Core Principles.
- To review, with line manager, progress towards agreed targets and performance indicators at regular intervals to ensure full delivery of the Business Plan.
- To manage allocated contracts, projects and externally funded activities, and their associated budgets.
- To be aware that programmes and projects developed and funded through NYBEP's Business Plan should complement local, regional and national agendas and strategies.
- To act as a point of contact for external partners, providing them with timely and accurate support and interpretation of NYBEP's services.
- To keep up to date with professional, academic and political developments as appropriate in the contexts of education business links.
- To manage the collation and interpretation of qualitative and quantitative data.
- To take responsibility for the maintenance of customer records and management information.
- To develop with schools and local business partners appropriate resource materials.
- To adhere to policies and procedures for branding to ensure professional and consistent style in NYBEP's communications.
- To ensure that NYBEP's policy on Equal Opportunities is reflected in practice both internally and externally with customers and partners.
- To perform any duties commensurate with the grade and duties of the post identified as appropriate to the organisation.

Please Note: The role does involve training, supervising, working with and/or being in sole charge of young people. Therefore, the successful applicant will be required to complete a Disclosure Barring Service (DBS) Check. The role is also subject to the completion of two reference checks and the successful completion of the second interview assessment process, safeguarding, prevent and first aid training.