



scottish sports *futures*

CANDIDATE  
INFORMATION  
PACK

SSF  
SESSIONAL  
WORKER



FILM NEGATIVE



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# OUR VISION



A world where young people have the opportunity to fulfil their potential.

# OUR MISSION



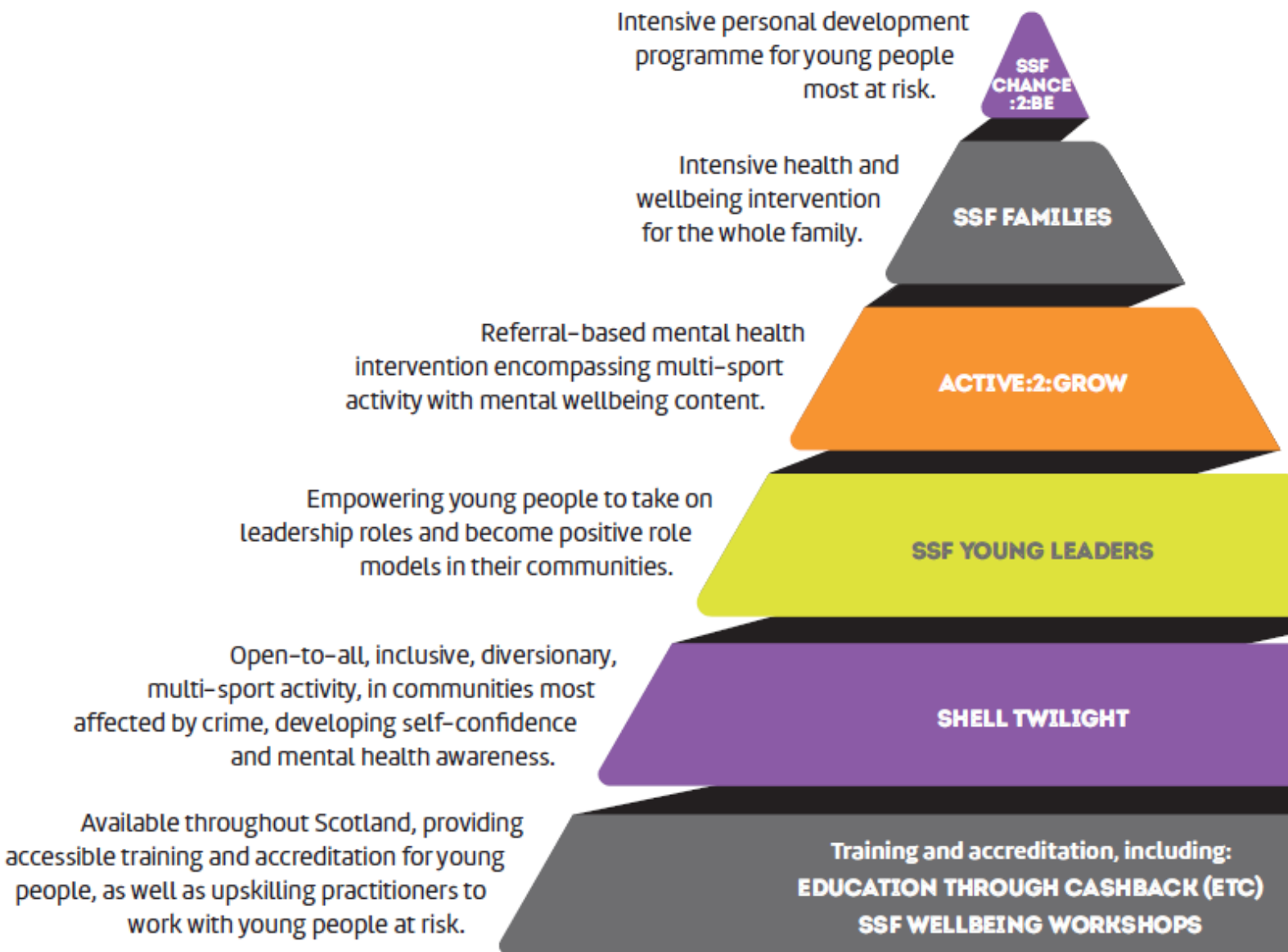
Scottish Sports Futures use the power of sport and physical activity to engage with vulnerable and disadvantaged young people and families in Scotland and empower them to be confident, healthy and happy.

We do this using our proven and recognised Sport for Change model and its range of person-centred, youth-led programmes that provide positive experiences, inspiring role models, engaging social education, training, and youth volunteering opportunities.

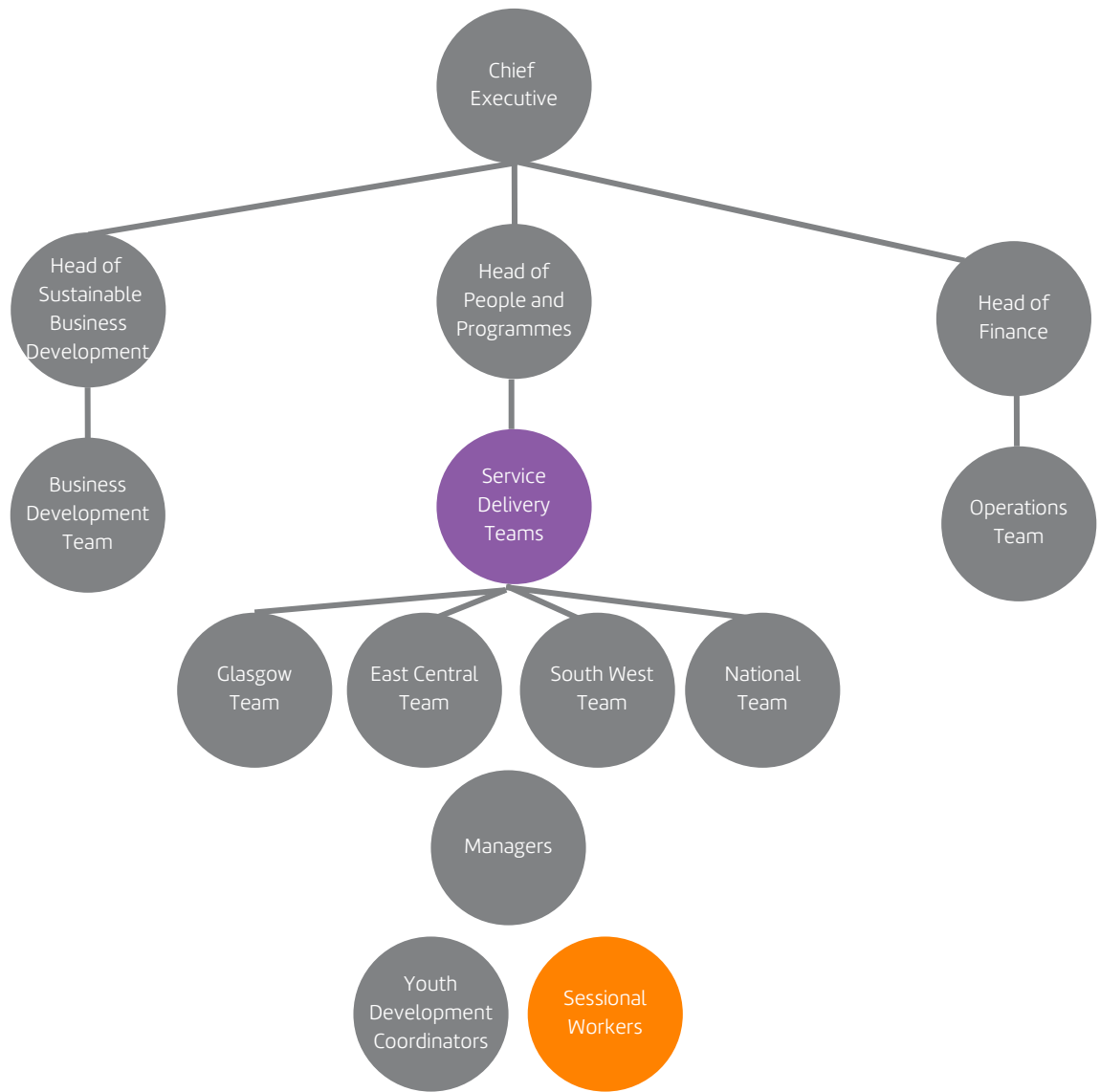
As a result, we seek to encourage a positive change in young people's attitudes and behaviour that enables them to recognise and fulfill their potential, and to make a valuable contribution to their peers and their community.

SSF delivers timely, person-centred support and effective interventions, improving life chances for young people and their families in areas of deprivation across Scotland.

We are working intensively to offer the full SSF "triangle" of provision across four local authorities: Glasgow, Fife, Stirling, and North Ayrshire. In addition, through our training and accreditation programmes, we provide opportunities for young people across Scotland to take part in training and accreditation, as well as upskilling practitioners working with young people most at risk.



# STRUCTURE OF SSF



# CULTURE & VALUES

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We are proud to have a culture which is inclusive and collaborative, where our people are valued and supported to lead and develop ground breaking initiatives with young people and communities at the heart. The successful candidate will embody SSF's organisational values:

## **Passionate**

You will have a passion for SSF's vision and mission, and for using sport and youth work to support young people's development.

## **Leaders**

You will be confident planning and leading community activities for young people and/or their families.

## **Adaptable**

You will work flexibly, adapting service delivery to meet the individual needs of participants.

## **Collaborative**

You will work collaboratively with other members of the SSF team to ensure the best outcomes for participants.

## **Innovative**

You will take a creative approach, ensuring delivery is fun and engaging for those taking part.

## **Inclusive**

You will ensure all young people and families feel included, valued, and safe.



# THE ROLE

**Position:****SSF Sessional Worker (multiple posts)**

Including Physical Activity Coaches, Youth Workers, Nutrition and Exercise Workers, Health and Wellbeing Workers

**Assignments:**

SSF Sessional Workers may be offered a variety of assignments, dependent on their skills, experience, and availability. You will have the opportunity to discuss and agree assignments with your supervisor.

**Hours:**

Flexible hours (typically 2 – 20 hours per week)

**Contract:**

Sessional Worker Contract

**Salary:**

£9.90 – £13.91 per hour

**Responsible to:**

Regional Youth Development Coordinators

**Based:**

Various roles across Fife, Glasgow, North Ayrshire & Stirling



## SSF SESSIONAL WORKER

# CORE FUNCTION

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All SSF staff have responsibility for achieving SSF's strategic goals of Developing People, Improving Health and Wellbeing, and Strengthening Communities.

SSF Sessional Workers have the specific responsibility of delivering SSF's delivery programmes across our four key local authorities: Fife, Glasgow, North Ayrshire and Stirling.

## Main duties:

- Plan and effectively lead community projects for local young people and/or families
- Develop a relationship with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society.
- Ensure SSF values are at heart of all delivery and support the wellbeing and development of participants.

# ASSIGNMENTS

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Sessional Workers may work on one or more of our delivery programmes. These delivery programmes are:

**Shell Twilight** is diversionary, multisport activity, delivered in communities most affected by crime, and targeted at those most at risk / involved in anti-social behaviour. Shell Twilight works with local partners to address issues in the community and provide a safe place for young people to be active alongside youth work workshops.

**Active:2:Grow** is a wellbeing programme for young people aged 11–14 years old who are experiencing mental health issues. The programme uses a combination sport and physical activity and youth work to support the young people and their mental health. The programme is delivered in partnership with SAMH (Scottish Association for Mental Health).

**SSF Families** is a 10-week nutrition, wellbeing and physical activity programme supporting young people (aged 8–13) and their families. The programme is aimed at families who would benefit from building their confidence around health and wellbeing, and how they can apply this in their everyday life.

**SSF Chance:2:Be** is a referral-based, intensive personal development programme, for young people who are disengaging from traditional education. The programme uses a combination of sport and physical activity and youth work to support young people to set goals and move towards a positive destination.



# JOB DESCRIPTION

## DUTIES

### SERVICE DELIVERY

- Plan and effectively lead community projects for local young people and/or families.
- Develop a relationship with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society.
- Consult with young people and colleagues and design programme delivery based on this consultation.
- Assist the programme coordinator with quality assurance, risk assessments and the maintenance of equipment, paperwork and venues required for the operation of the programmes
- Ensure delivery is linked directly to outcomes and reflects young people's needs.
- Establish boundaries and challenge inappropriate behaviour.
- Mentor, coach, and support individuals, encouraging greater social inclusion.
- Create pathways for young people's personal development and progression.
- Track progression of young people.
- Offer supervised and personalised 1:2:1 support to young people and families as required.
- Support transition into positive destinations.
- Ensure SSF values are at heart of all delivery and support the wellbeing and development of participants.
- Maintain accurate records of all programme delivery and outcomes.
- Complete monitoring and evaluation throughout the programme and implement a variety of evaluation methods.

## DUTIES

### SERVICE DELIVERY CONT.

- Report regularly on progress of outcomes to Youth Development Coordinator.
- Ensure CRM data management system kept up to date with participant information.
- Adhere to all health and safety, child protection and data protection requirements.

### PEOPLE

- Attend training to be upskilled on the issues affecting young people.
- Attend supervision meetings to ensure wellbeing.
- Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments.

### PARTNERSHIPS

- Work in partnership with key people in the young person's life, as well as with professionals from other organisations involved with young people such as social care, health, police, education, youth offending teams and local authorities, in order to build a strong support network

### MARKETING

- Always ensure SSF branding visible to increase brand and programme recognition locally

# PERSON SPECIFICATION

GENERAL REQUIRMENTS	ESSENTIAL / DESIRABLE
Experience of taking a youth work, person centred approach to delivery	E
Experience in delivering issue-based youth work	E
Experience in planning and delivering sport and physical activity sessions	E
Experience in working with disengaged groups of young people and understanding of issues affecting them	E
A passion for working with young people using sport and youth work to support their development	E
Able to maintain accurate records in support of monitoring and evaluation	E
Excellent interpersonal and communication skills	E
Training and understanding on ACEs (adverse childhood experiences) and trauma	D
Experience of delivering training and accreditations to young people	D
Relevant community development, youth work or sport qualification	D
PVG scheme member or willing to become one	E

PROGRAMME SPECIFIC REQUIRMENTS	ESSENTIAL/ DESIRABLE
Experience in working with young people experiencing mental health issues (Active:2:Grow)	D
Experience of delivering diversionary activity (Shell Twilight)	D
Experience of working with families (SSF Families)	D
Knowledge and understanding of nutrition and healthy eating (SSF Families)	D
Relevant experience in delivering within a school/residential environment (SSF Chance:2:Be)	D

# GUIDANCE NOTES

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The information you supply in your application form will enable the interview panel to decide whether to invite you to an interview. Before you fill in the application form, please read the guidance notes below.

## Sections 1–7

Please complete these sections fully. These sections will be detached from your application, and forms anonymised for short-listing purposes.

## Referees

Please give details of two referees. One referee must be your current or most recent employer. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor, or a person within the Human Resources department within the organisation/company. We will not accept personal references.

**Referees will not be approached prior to interview.**

## Your application

Read all the information about the job which is provided in the information pack. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have other experience outwith paid jobs, tell us about the skills and knowledge you have gained from that too.

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## Your Employment, Qualifications, and Training

Make sure the information you give us is clear, precise, easy to understand and easy to find. You may continue on additional sheets.

**Please do not send a CV as these will not be considered as part of the short-listing process.**

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

We are an SCQF inclusive recruiter, for further information on this please visit the SCQF website [here](#).

## Job Requirements

Every job that is advertised is based on a Person Specification. This can be found in the job pack and outlines the knowledge, experience and personal qualities that you will need for the job. We will assess your application against the Person Specification. Please ensure that you provide enough information in your application to demonstrate that you do have the necessary knowledge, experience, and skills for the role. Please do not leave sections blank or write 'not applicable'. All sections are applicable as we think these are important for the role. If you don't have specific experience, please think about any transferable skills or experience you have, or do some research.

## Additional Information

Please provide any relevant additional information not covered elsewhere in your application, and indicate how this will enable you to contribute further to the post you are applying for. This may include your motivations for applying for the role, or other relevant activities, e.g. voluntary work, major achievements, projects to date.

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## **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a 'rehabilitation period'. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are 'spent' under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

## **Canvassing**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

## **Your Data**

The information provided within your application form will be processed in accordance with the Data Protection Act 1998.



# WORKER CONTRACT

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As a **Sessional Worker**, you will join SSF's bank of sessional staff on a Worker contract. This contract will allow you to undertake work for SSF on a flexible basis.

Once you have signed this contract, SSF will be able to offer you "**Assignments**" to work on our delivery programmes. You are able to work on multiple assignments at once, and this will be discussed with your supervisor. SSF does not have to offer you assignments, and you do not have to accept assignments. Assignments will be in writing and will include details of the location, hours, and rate of pay for the work being offered.

As a Worker:

- You will submit a monthly timesheet for the hours you work;
- You will receive a monthly payslip;
- SSF will deduct tax and National Insurance contributions (if eligible) from your wages;
- You will accrue a holiday allowance as a proportion of the hours you work, and will receive holiday pay;
- You may be entitled to Worker benefits, such as enrolment in a workplace pension, and statutory sick pay (but only if you meet the relevant qualifying conditions).

As an employer, we are committed to the ongoing professional development of our staff. All team members will be supported to develop their skills and gain new knowledge during their time with SSF, including opportunities to take part in training and learning.

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# NEXT STEPS

To apply for this post, please complete the application form provided alongside this job pack. Please note that CVs will not be accepted.

We take on Sessional Workers on a rolling basis, so there is no closing date for applications.

Please ensure that you send your application form electronically.  
Completed applications should be sent to: [recruitment@ssf.org.uk](mailto:recruitment@ssf.org.uk)

Your application will then be sent to the relevant Manager for the area you are applying for, who will review it against our scoring criteria. Please double check your contact details on your application as we will be in touch regardless of the outcome. From there, if your application is shortlisted, we will invite you to attend an interview.

For an information discussion about the role, or for any additional information, please contact:

<p><b>General Enquiries</b> Dionne Mitchell <a href="mailto:dionne@ssf.org.uk">dionne@ssf.org.uk</a> 0141 218 4640</p>	<p><b>Glasgow Opportunities</b> Alistair Neil <a href="mailto:alistair@ssf.org.uk">alistair@ssf.org.uk</a> 07912 760275</p>
<p><b>North Ayrshire Opportunities</b> Alan Hendry <a href="mailto:alan@ssf.org.uk">alan@ssf.org.uk</a> 07912 760289</p>	<p><b>Fife and Stirling Opportunities</b> Neal Herbert <a href="mailto:neal@ssf.org.uk">neal@ssf.org.uk</a> 07598 580515</p>

# EQUALITY & INCLUSION

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Being inclusive is one of SSF's core values. We actively work, in consultation with the communities we support, to ensure our services are open, safe, and inclusive for all.

We have established an internal equality, diversity, and inclusion working group. This group leads on the implementation of our equalities action plan, working with board, staff, and volunteers to embed the importance of promoting equality and inclusive practice, reducing discrimination, and being reflective of the communities we serve.

The group will:

- Provide leadership and direction to equalities work across SSF.
  - Engage staff and inform internal and external communications.
  - Provide objective advice and guidance
  - Review data and research and use it to inform organisational objectives and planning.
  - Assist SSF to ensure relevant consultation with people who have knowledge of the protected characteristics.
  - Put in place an action plan that will support the organisation deliver its equalities aspirations.
  - Review progress and ensure continuous improvement.
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We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, nationality (including citizenship), disability, age, sexual orientation, gender reassignment, religion or belief, marital status, pregnancy and maternity status, or socio-economic background.

We particularly welcome applicants with one or more of these protected characteristics, as we are currently underrepresented within our staff team. We also particularly welcome applications from those with lived experience of the challenges faced by the young people, families, and communities we serve.





# SPORT HAS THE POWER

## TO CHANGE

# THE WORLD

ssf\*

scottish sports *futures*



[ssf.org.uk](http://ssf.org.uk)

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scottishsportsfutures

Scottish Sports Futures



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