



scottish sports *futures*

CANDIDATE
INFORMATION
PACK

YOUTH
DEVELOPMENT
COORDINATOR
(GLASGOW)



FILM NEGATIVE



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2022 / 2023
CHARITY NO. SC034085



OUR VISION



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

OUR MISSION



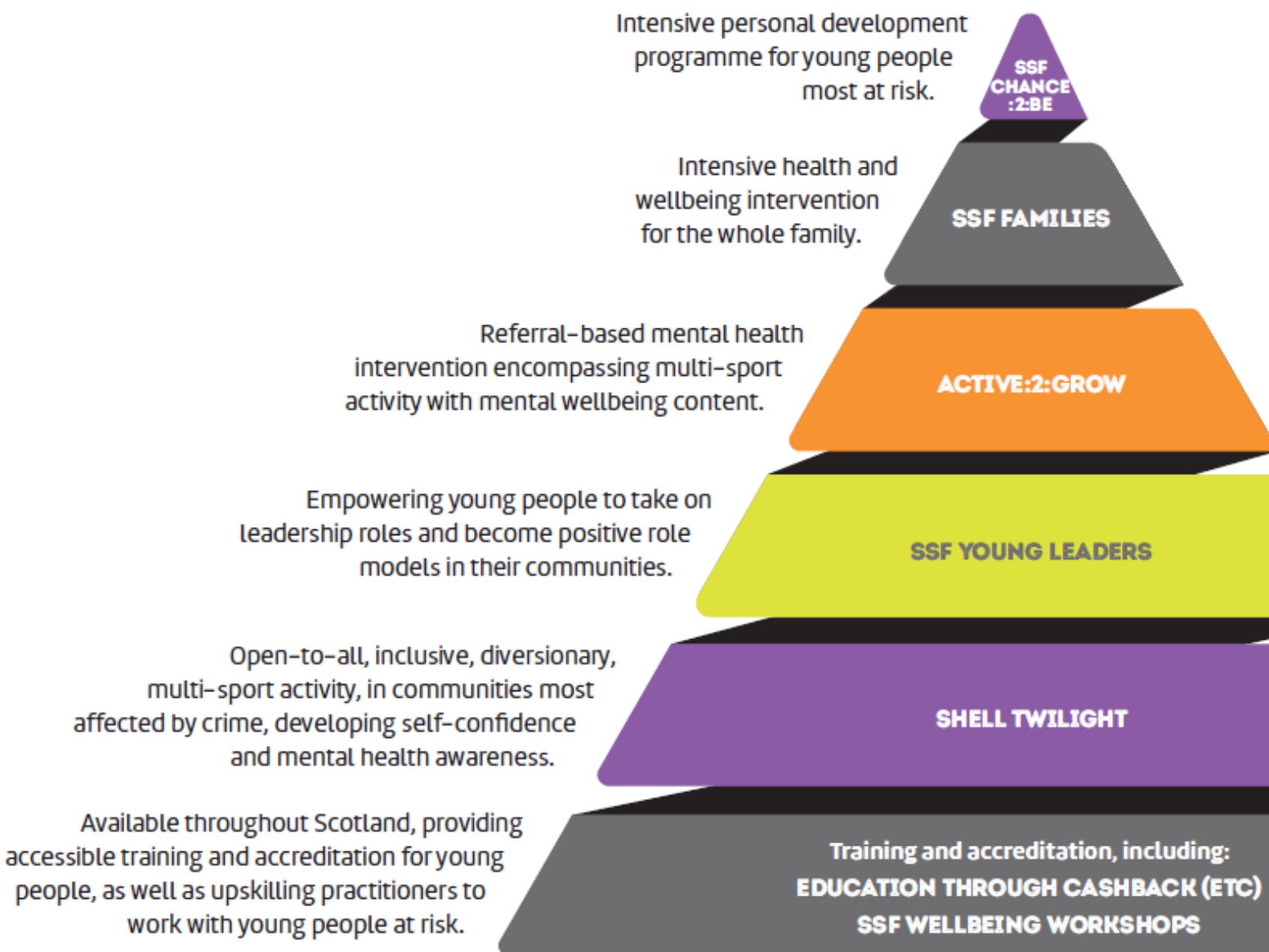
Scottish Sports Futures use the power of sport and physical activity to engage with vulnerable and disadvantaged young people and families in Scotland and empower them to be confident, healthy and happy.

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.

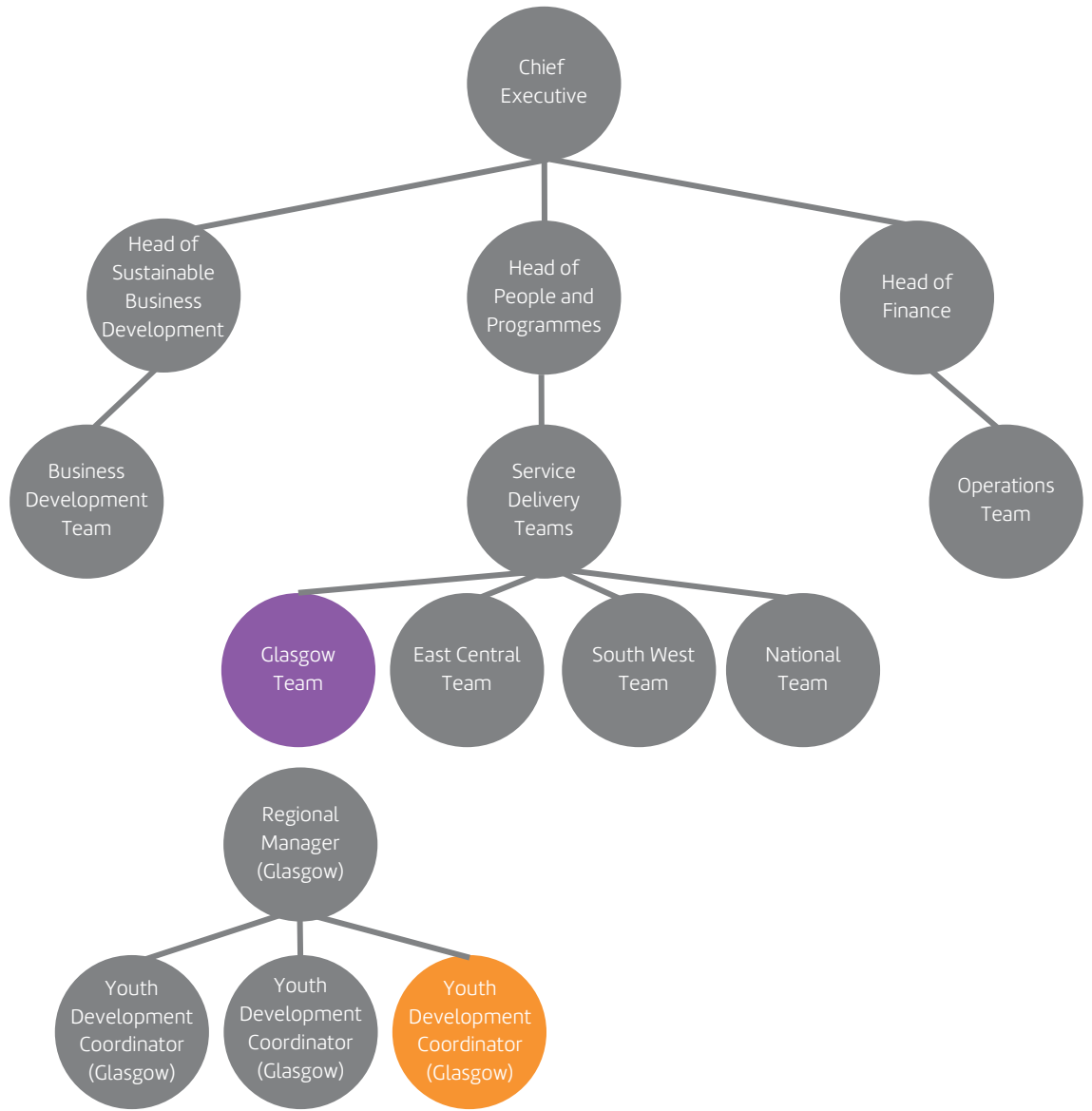
As a result, we seek to encourage a positive change in young people's attitudes and behaviour that enables them to recognise and fulfill their potential, and to make a valuable contribution to their peers and their community.

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

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 leading a team of sessional staff and volunteers who deliver SSF's activities, offering ongoing support and guidance.

Adaptable

You will ensure SSF delivery is flexible and adapted to the individual needs of participants.

Collaborative

You will work collaboratively, communicating effectively with partner organisations, fellow team members, and participants themselves.

Innovative

You will take a creative approach, coming up with new ideas and solutions to continuously improve SSF's activities.

Inclusive

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

THE ROLE

| | |
|-------------------------|--|
| Position: | Youth Development Coordinator (Glasgow) |
| Hours: | Full time (35 hours per week) |
| Contract: | Fixed term until end March 2023, with possibility of extension |
| Salary: | £23303 – £27473 |
| Responsible to: | Regional Manager (Glasgow) |
| Responsible for: | Sessional Workers and Volunteers |
| Based: | Glasgow (specifically the East End of Glasgow) |



YOUTH DEVELOPMENT COORDINATOR (GLASGOW)

CORE FUNCTION

SSF Youth Development Coordinators are responsible for the ongoing coordination of service delivery in either a designated geographic location or for a specific programme or project. They will act as a critical conduit between strategy and delivery and be responsible for the recruitment and retention of sessional delivery staff and volunteers. They have responsibility for achieving strategic goals of Developing People, Improving Health and Wellbeing and Strengthening Communities.

Main duties:

- Plan and coordinate community based health and wellbeing programmes for young people and families.
- Ensure SSF delivery is linked directly to outcomes and reflects the needs of young people and communities.
- Complete monitoring and evaluation, and maintain accurate records of programme delivery.
- Support a team of sessional workers and volunteers, undertaking quarterly development and review meetings and providing ongoing support and guidance.
- Work closely with local partners, ensuring relevant sharing of information and supporting pathways into and out of SSF provision.
- Ensure SSF's values are at the heart of all delivery, and support the wellbeing and development of participants and delivery staff.
- Undertake ongoing consultation with young people, families, and community partners, and use this to inform the planning of SSF delivery.

YOUTH DEVELOPMENT COORDINATOR (GLASGOW)

JOB DESCRIPTION

DUTIES

PEOPLE

- Recruit and train sessional staff and leaders
- Access training opportunities for staff and maintain HR records to track this
- Carry out quarterly development and review meetings with delivery staff
- Recruit and train volunteers, linking with SSF young leader coordinator
- Create pathways for staff and young people enabling personal development and progression
- Ensure SSF values are at heart of all delivery and support the wellbeing and development of participants as well as delivery staff
- Ensure young leaders is an essential role within the SSF Families programme

PARTNERSHIPS

- Create local partnerships and seek opportunities for joined up working
- Attend local steering group meetings
- Attend sportscotland and local authority facilitated partnership meetings
- Work with NGB contacts, to provide a multi-sport offer and pathways for young people
- Attend local networking events
- Work closely with referral agencies and partners such as social work, schools, health professionals ensuring relevant sharing of information as well as supported pathways into and out of SSF provision
- Create content for best practice learning and sharing with partners

PRODUCT DEVELOPMENT

- Research and write content for programme delivery with input from young people and in collaboration with manager and expert partner agencies
- Analyse evaluation and evidence to inform future delivery

YOUTH DEVELOPMENT COORDINATOR (GLASGOW)

DUTIES

SERVICE DELIVERY

- Plan and coordinate community based health and wellbeing programmes for young people and families
- Work closely with referral agencies and families ensuring empathetic and person-centred approach
- Ensure delivery is linked directly to outcomes and reflects the needs of young people and communities
- Assist the regional manager with quality assurance, risk assessments and the maintenance of equipment, paperwork and venues required for the operation of the programmes
- Handle enquiries, ensuring principles of good customer care are always observed
- Maintain accurate records of all programme delivery and outcomes
- Complete monitoring and evaluation from outset of young person and family involvement
- Plan and coordinate external visits, trips, activities and celebration events for the programmes
- Access additional learning opportunities for young people as identified by delivery staff
- Report regularly on progress of outcomes to manager
- Funder report writing support
- Ensure CRM data management system kept up to date with participant, stakeholder, partner and funder information
- Support with SSF wide delivery, such as linking with big sports events and competitions

DUTIES

INFRASTRUCTURE

- Consult with local community, young people and community partners and design programme delivery reflecting this.
- Implement and adhere to all health and safety, child protection and GDPR requirements.
- Maintain good working relationships with all local partners ensuring high quality service and delivery
- Create digital content to be shared via platforms such as Actify to share learning and support our own workforce development
- Attend weekly team meetings to update and progress and allow for collaborative working

MARKETING

- Have an @ssf twitter account and create social media content regularly
- Lead on day to day communications ensuring high social media presence across all SSF platforms (Facebook, twitter, Instagram, linked in)
- Plan and prepare press releases, blogs and case studies
- Invite press to session launches, programme celebration events and support with content for press releases
- Always ensure SSF branding visible to increase brand and programme recognition locally
- Responsible for ensuring funders named in all promotions

BUSINESS DEVELOPMENT

- Promote ETC training to schools, youth groups, and local partners
- Speak to school, local authority partners and promote wider services SSF offer as part of enterprise offer
- Identify local sponsor opportunities for programmes

DUTIES

FUNDING

- Identify local funding sources/ in-kind funding and work with manager to secure
- Support with small grant and trust fund applications for specific programmes
- Support with content for large fund applications
- Support planning and organisation of SSF annual Awards Night
- Support and champion all SSFs fundraising campaigns and ensure that programme teams have events built into annual plans

PERSON SPECIFICATION

| SKILLS AND EXPERIENCE | ESSENTIAL / DESIRABLE |
|--|-----------------------|
| Community development, youth work or sports degree or relevant experience | E |
| Experience working with and engaging families in a community setting | E |
| Experience delivering issue based youth work and health and wellbeing content to families and young people | E |
| A passion for working with young people and families using sport and youth work to support their development | E |
| Experience in designing and delivering sport and physical activity initiatives for families and young people | E |
| Experience in working with disengaged groups experiencing challenge | E |
| Experience of creating meaningful and purposeful partnerships | E |
| Relevant experience in managing and supporting sessional staff | E |
| Able to maintain accurate records in support of monitoring and evaluation | E |

YOUTH DEVELOPMENT COORDINATOR (GLASGOW)

| SKILLS AND EXPERIENCE CONT. | ESSENTIAL/ DESIRABLE |
|--|-------------------------|
| Experience of working with referrers such as schools, social work, CAMHS | E |
| Experience of delivering accreditations to young people | D |
| Funding application experience | D |
| Experience of working within communities across the East End of Glasgow | D |

| KNOWLEDGE AND LEARNING | ESSENTIAL/ DESIRABLE |
|---|-------------------------|
| Excellent IT skills | E |
| Knowledge and understanding of nutrition and healthy eating | D |
| Experience and learning in mental health, wellbeing, and autism | D |
| Experience, understanding and training in ACEs and trauma | D |
| Up to date with Child Protection and wellbeing training | D |

YOUTH DEVELOPMENT COORDINATOR (GLASGOW)

| PERSONAL QUALITIES | ESSENTIAL/ DESIRABLE |
|--|-------------------------|
| Excellent interpersonal and communication skills | E |
| Ability to work autonomously and prioritise workload | E |

| OTHER | ESSENTIAL/ DESIRABLE |
|--|-------------------------|
| PVG scheme member or willing to become one | E |
| Hold a current driver's licences and access to a car for work purposes | D |

GUIDANCE NOTES

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.

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.

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.

SALARY & BENEFITS

The starting salary for this role is £23303 – £27473 per annum, depending on previous experience.

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, through regular support and supervision and opportunities to take part in training and learning.

We want our team to feel valued and supported, and our employee benefits include:

- 20 days of annual leave per annum (increasing to 25 days after 5 years' service, and 28 days after 10 years' service)
- 12 public holidays, in addition to your annual leave allowance
- Employee “Wellbeing Days” – different from annual leave and sick leave, intended to encourage staff to take time for themselves and to look after their own health and wellbeing
- Flexi-working time and TOIL policies
- Enhanced company sick pay
- Enhanced maternity pay
- Auto-enrollment pension scheme

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.

The closing date for applications is 9am on Monday 6th June.

Please ensure that you send your application form electronically and on time. We will not consider any application that we receive after the closing date / time.

Completed applications should be sent to: recruitment@ssf.org.uk

We will then shortlist all applications within a week of the closing date, so 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 on **15th or 16th June** in **Glasgow**.

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

Alistair Neil

alistair@ssf.org.uk

07912 760 275

YOUTH DEVELOPMENT COORDINATOR (GLASGOW)

EQUALITY & INCLUSION

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.
-

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 of 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



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@SSF_2000 
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Scottish Sports Futures 

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