



scottish sports *futures*



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CANDIDATE  
INFORMATION  
PACK

SSF YOUTH  
DEVELOPMENT  
COORDINATOR  
(GLASGOW)

2023 / 2024  
CHARITY NO. SC034085



# OUR VISION



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

# OUR MISSION



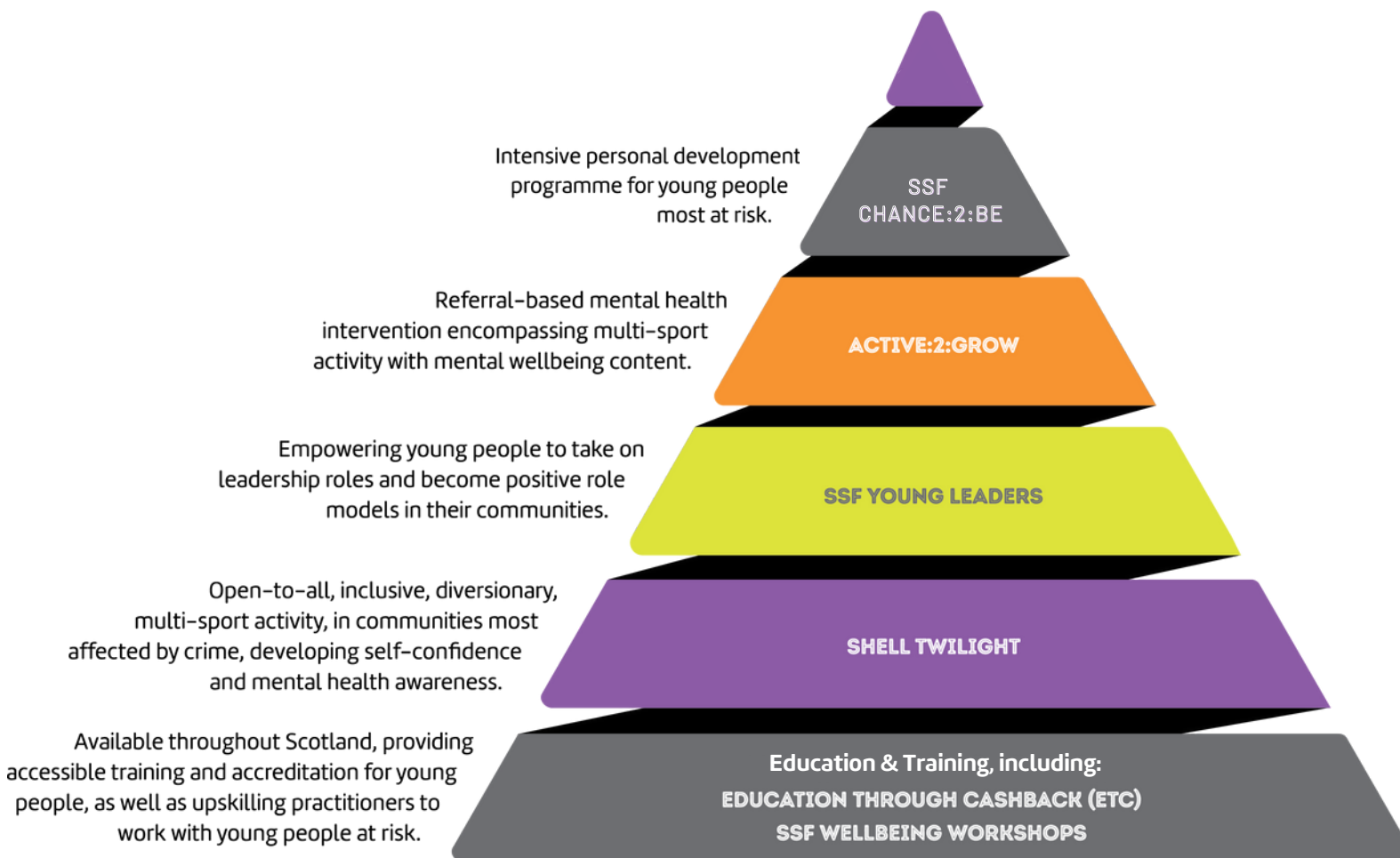
Scottish Sports Futures use the power of sport and physical activity to engage with young people in Scotland and empower them to be confident, healthy and happy.

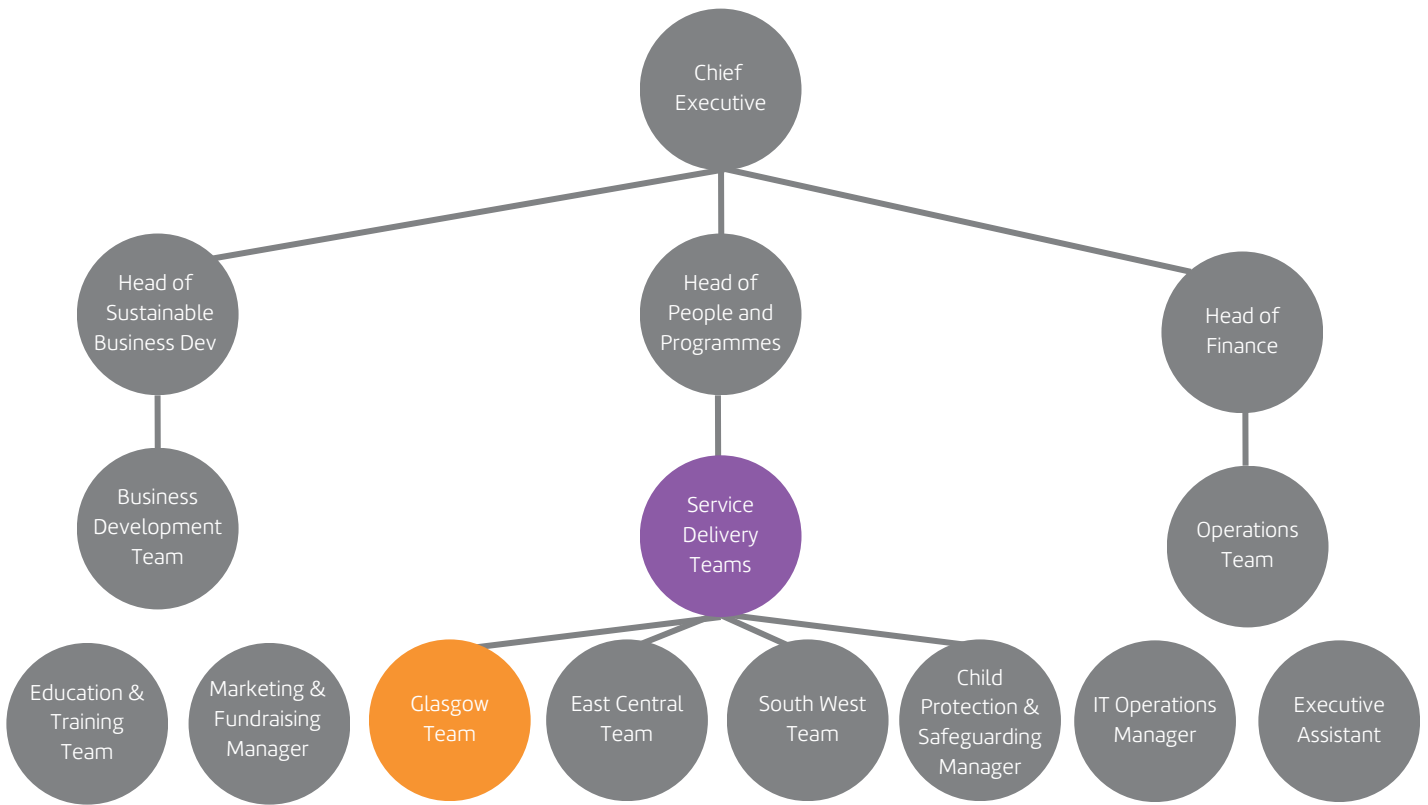
We work to combat the effects of living of poverty and buffer against trauma and adversity.

Focused in the most challenged communities, we are privileged to work alongside exceptional young people and support them to reach a positive destination.

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



# 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:

## **Empathy**

We are compassionate and understanding.

## **Leaders**

We are leaders in Changing Lives Through Sport.

## **Inclusive**

We are diverse, equitable and inclusive by design.

## **Passionate**

We approach all our work with love and care.



# THE ROLE

<b>Position:</b>	SSF Youth Development Coordinator
<b>Hours:</b>	Full time (35 hours per week) Open to requests for flexible and hybrid working arrangements
<b>Contract:</b>	12 months Fixed-Term (Maternity Leave Cover)
<b>Salary:</b>	£25,000
<b>Responsible to:</b>	Regional Manager (Glasgow)
<b>Based:</b>	Glasgow



## YOUTH DEVELOPMENT COORDINATOR

# CORE FUNCTION

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## Main duties:

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.

SSF Youth Development Coordinators have responsibility for achieving strategic goals of Developing People, Improving Health and Wellbeing, and Strengthening Communities. They will also be required to work as a team and work across geographic locations and programmes as specified by their line manager.

# JOB DESCRIPTION

## DUTIES

### HUMAN RESOURCES

- Responsible for the day-to-day management of SSF sessional staff, ensuring they have the support and resources to deliver community-based changing lives through sports programmes to young people
- Responsible for leading and delivering quarterly sessional staff review, training, and development sessions
- Responsible for attending SSF internal and external training relevant to role
- Responsible for leading regular creative consultation with young people regularly to co design with young people community-based sport and physical activity programmes

### FINANCE

- Responsible for adhering to all SSF Finance policies and implementing SSF finance procedures
- Responsible for adhering to programme budgets and recording spend using SSF finance systems.
- Support and contribute to fund applications for programmes



## DUTIES

### BRAND/MARKETING/COMMS

- Responsible for implementing the SSF marketing strategy action plan at a local level
- Responsible for creating content to reach and engage with young people
- Responsible for leading on social media campaigns
- Responsible for working with Marketing and Fundraising managers to adhere to all funder brand guidelines across programmes
- Contribute towards SSF communication working group
- Represent SSF at events and conferences
- Ensure SSF branding is visible at regional level and seek opportunities to increase this
- Responsible for ensuring regular presence and contribution across SSF social platforms
- Ensure all external communications follow SSF Brand Guidelines

### IMPACT

- Responsible for ensuring SSF data management system kept up to date with participant information
- Responsible for meeting all programme monitoring and evaluation requirements and adhering to SSF robust programme monitoring and evaluation strategy
- Contribute towards quarterly programme impact reviews, analysing qualitative and quantitative data to enhance SSF delivery
- Contribute towards funding reporting and evidencing the impact the funding has had

## DUTIES

### PROGRAMME DELIVERY

- Responsible for ensuring SSF programme delivery is outcome focused, person centred and is aligned to community and participant need
- Responsible for ensuring SSF values are embedded across all delivery and physical activity and youth work is delivered to the highest standard, adhering to quality assurance
- Responsible for leading 1-2-1 meetings with young people, check in and planning meetings
- Responsible for identifying learning opportunities for young people and supporting young people to attend and engage in these opportunities
- Responsible for planning and delivering residential, trips, outings and experiences with young people
- Responsible for delivering and supporting with the delivery of accreditations to young people across all programmes, including SSF accredited courses.
- Responsible for leading wellbeing, physical activity and personal development sessions for young people
- Responsible for planning and delivering a National Multisport event.
- Responsible for leading local pop up events to reach and recruit young people to SSF programmes
- Responsible for promoting SSF education, training, and workforce development programmes across your wider networks.

### SUSTAINABLE BUSINESS PRACTICE

- Ensure that you and staff you are responsible for undertake relevant upskilling in relation to environmental sustainability and climate change, and participate in relevant initiatives

## DUTIES

### PARTNERSHIPS

- Responsible for contributing toward community mapping, identifying and building meaningful and purposeful relationships with partners across third sector, education, sport, youth work and statutory organisations
- Responsible for collaborative work with local Active Schools team, local Community, Learning and Development team and with local police
- Responsible for ensuring collaborative work with local youth work providers and sports clubs to create pathways and cross referral work
- Responsible for working with the local high school (s)
- Responsible for attending and contributing towards local partnership meetings
- Track partnerships on CRM system

### GOVERNANCE

- Responsible for adhering to SSF policies and procedures and implementing when required
- Responsible ensuring risk assessment and health and safety policies implemented within all programme delivery
- Responsible for working with SSF Child Protection and Wellbeing manager to follow all SSF child protection policy and procedures.

# PERSON SPECIFICATION

## KNOWLEDGE / EXPERIENCE

Community development, youth work or sports degree or relevant experience

Experience working with and engaging young people in a community setting

A passion for working with young people using sport and youth work to support their development

Experience in designing and delivering sport and physical activity initiatives young people

Experience in working with disengaged groups experiencing challenge

Experience of creating meaningful and purposeful partnerships

Experience, understanding and training in ACEs and trauma

Relevant experience in managing and supporting sessional staff

Able to maintain accurate records in support of monitoring and evaluation

Excellent interpersonal and communication skills

Ability to work autonomously and prioritise workload

## YOUTH DEVELOPMENT COORDINATOR

# 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.



# SALARY & BENEFITS

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The starting salary for this role is **£25,000 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

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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 5pm on Friday 1st September.**

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](mailto: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 **Monday 11th September** in **Suit 3/4 Brook Street Studios, 3rd Floor, 60 Brook Street Studios, Glasgow, G40 2AB.**

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

Alistair Neil

[Alistair@ssf.org.uk](mailto:Alistair@ssf.org.uk)

07912 760275

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**YOUTH DEVELOPMENT COORDINATOR**

# 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 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

ssf\*

scottish sports *futures*



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

ScottishSportsFutures

@SSF\_2000

scottishsportsfutures

Scottish Sports Futures



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Glasgow G40 2AB

Tel: 0141 218 4640

Email: [recruitment@ssf.org.uk](mailto:recruitment@ssf.org.uk)