



**SSF** ★

Transforming young lives  
through sport

CANDIDATE  
INFORMATION  
PACK

# SSF YOUTH COMMUNITY COACH

2024 / 2025  
CHARITY NO. SC034085

# Our vision

A world where young people fulfil their potential.



# Our mission

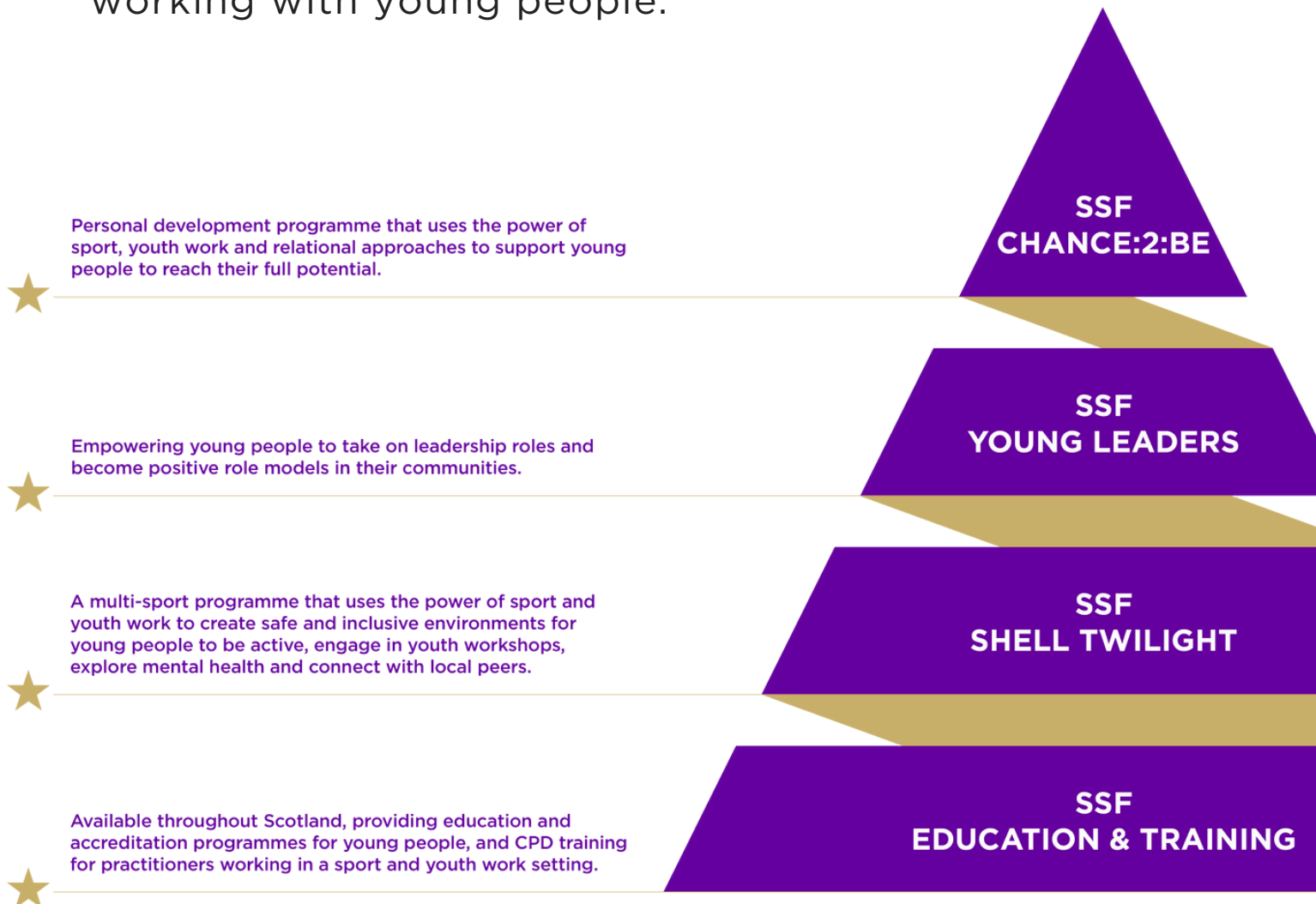
We use sport as a catalyst to enable young people to be healthier, more confident and more resilient, so they are better prepared to combat the effects of poverty, trauma and adversity.



Sport as a catalyst for hope, where it is needed most.

# Our programmes

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 SSF Education & Training programme, we provide opportunities for young people across Scotland to take part in training and accreditation, as well as upskilling practitioners working with young people.





# Structure of SSF



# Values and Benefits

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, understanding, always listening.

## **Leadership**

We are decisive, ground-breaking, experts in what we do.

## **Inclusivity**

We are diverse, equitable, Inclusive by design

## **Passion**

We approach our work with dedication, love and care

## **Benefits of working with SSF:**

- Living wage employer
  - Staff uniform
  - 29 days Annual Leave including public holiday-pro rata and Birthday/Personal day
  - Access to employee benefit system which includes cycle to work scheme, discounts and employee assistant programme
  - Flexi-working time and TOIL policies
  - CPD and training support
  - Auto-enrollment pension scheme
  - Company Enhanced Leave including Sickness, Maternity/Paternity leave, Carers leave, Miscarriage, Parental Bereavement and Compassionate Leave
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# The Role

Position:	SSF Youth Community Coach
Hours:	Thursday 17:45 - 19:15 Staff will also receive 4 hours of training per quarter
Salary:	£12.50 per hour
Responsible to:	Regional Manager (East Central)
Based:	Fife, Lochgelly Centre
Closing date:	Monday 22nd July 9am



# Key Responsibilities

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## **Scottish Sports Futures - Transforming young lives through sport**

SSF is a charity that works across Scotland, focusing on creating a world in which every young person fulfils their potential. We use sport as a catalyst to enable young people to be healthier, more confident, and more resilient, so they are better prepared to combat the effects of poverty, trauma and adversity. You can find out more about SSF at: [ssf.org.uk](http://ssf.org.uk)

## **SSF Shell Twilight Project Outline:**

SSF Shell Twilight is a multisport and youth work programme delivered in communities across Glasgow, Fife, Stirling, and North Ayrshire. The programme uses the power of sport to create a safe and inclusive environments for young people to be active, try new sports, engage in youth workshops, explore mental health, and connect with local peers. SSF Shell Twilight is delivered at a time when anti-social behaviour may occur and provides positive activity in the heart of communities for young people to attend free of charge.

## **SSF Shell Twilight Project Outcomes:**

The SSF Shell Twilight programme uses the combination of physical activity and youth work to support young people to;

- Reduce engagement in anti-social behaviour
- Increase levels of physical activity
- Increase confidence
- Build resilience and aspirations
- Develop young people's personal and physical skills
- Improve young people's mental health and wellbeing
- Increase connections with the wider community

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# Key Responsibilities

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## Important

Before you skim the job description, please remember you don't have to tick all the boxes for the role to apply. If this role excites you and you believe you could and want, to make a difference then apply or reach out to us to discuss more!

## The Role

As a SSF Community Coach, you will provide high quality physical activity and youth work experiences for children and young people. You will have experience of delivering engaging sessions that are inclusive, accessible and person centred. We are looking for individuals who are positive, empowering and want to use the power of sport and youth work to make a difference for young people in Scotland. You will work towards the SSF goals of; Developing People Improving Health and Wellbeing Strengthening Communities

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# Key Responsibilities

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## **Sport and Physical Activity**

- To organise and lead fun and engaging multisport activities promote participation in physical activity, mental wellbeing, resilience, and teamwork, making adaptations where appropriate and required.

## **Skills Development**

- To deliver engaging workshops aimed at developing essential life skills such as communication, teamwork, leadership, problem-solving, and decision-making.
- To support with the delivery of youth accreditations for young people
- To support with the planning and delivery of educational trips/excursions for young people
- To deliver mental health and wellbeing workshops with young people
- To deliver issue-based youth work topics

## **Mentoring and Guidance**

- To deliver a service for young people which is person centered and embed the principles of trauma informed practice.
- To provide mentorship and guidance to young people, helping them navigate various challenges they may face in their personal lives, education, or career paths.
- To establish, build and maintain positive relationships with young people from the community.
- To motivate, encourage and support young people to participate in all sessions.
- To listen and consult regularly with young people and provide them with choice and voice.
- To support with mediating conflicts and disputes among young people to promote peaceful resolutions and teach constructive conflict management skills.

## **Community Engagement:**

- To support with facilitating community involvement and volunteer opportunities for young people to develop a sense of social responsibility and contribute to their community positively.

## **Role Modelling**

- To be a positive role model and mentor for young people, demonstrating the SSF values; Empath, Leadership, Inclusivity and Passion
- Represent SSF in a professional manner at all times, maintaining relationships with local partners, providers, schools & networks reaching all children, young people and families who need us most.

## **Monitoring and Evaluation**

- To complete weekly registers and session evaluations and submit online to line manager.
- To support with the monitoring the progress and outcomes of the programme and activities, collecting feedback from participants, and evaluating the effectiveness of the programme to make necessary adjustments for improvement.

## **Health and Safety**

- To comply with all SSF policies and procedures, including health and safety and child safeguarding procedures, ensuring all services are delivered safely, with dignity and in compliance with appropriate procedures to safeguard children and vulnerable adults.

## **Training and Development**

- Contribute to your own CPD by attending quarterly organised training courses.



# Person Specification

## Personal Qualities

- Empathetic
- Passionate
- Inclusive
- Patient
- Adaptable & Flexible
- Caring
- Relatable/Lived Experience
- Approachable
- Effective Communicator
- Team worker

## Essential Skills, Knowledge & Experience

- Knowledge, understanding and awareness of poverty and its affects.
- Be in possession of PVG membership or willing to become a member
- Knowledge and experience of managing conflict and supporting young people who are involved in conflict
- Knowledge and experience of delivering grassroot sports programmes for young people Minimum 1 year experience
- Knowledge and experience of delivering youth work sessions and applying the youth work principles (Minimum 1 year experience)
- Be in possession of a relevant youth work or sports certificate, diploma or degree qualification
- Knowledge and experience of supporting Youth Mental Health

# Person Specification

## Desirable Skills, Knowledge & Experience

- Understanding and experience of child safeguarding
- Understanding and awareness of trauma informed practice
- Experience delivering Hi5 and DYA awards to young people
- Full UK Driving Licence
- First aid qualification
- Understanding of the following acts: Equality act, data protection, UNCRC, GIRFEC, youth work principles
- Experience of working with young people with physical, sensory & cognitive disabilities
- Experience of applying a person centred approach to coaching
- Experience of carrying out risk assessments
- Experience of collecting data and carrying out monitoring and evaluation
- IT Skills including MS office and digital forms



# Guidance

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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.

## 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.

## 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.

# How to Apply

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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.

At SSF, we are committed to conscious inclusion that contributes to creating a sense of belonging and shared purpose. If there is anything we can do to make your application or interview process more accessible please get in touch with [recruitment@ssf.org.uk](mailto:recruitment@ssf.org.uk). The examples could include, but are not limited to: video application, BSL interpreter, interview coach, remote interview, sending questions prior to the interview, possibility to perform a tasks, walking interview, etc'.

The closing date for applications is **Monday 22nd July at 9am.**

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 a interview.

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

Neal Herbert  
[neal@ssf.org.uk](mailto:neal@ssf.org.uk)  
[07598 580515](tel:07598580515)

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# Contract

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As part of SSF's commitment to the Scottish Government's Fair Work First Guidance and in conjunction with our legal advisors this position will now be under a contract of employment.

There are a number of key differences besides the benefits mentioned in page 5 of this document.

1. You will have guaranteed hours at set times that you work. This will be guaranteed so if a session is cancelled for whatever reason you will still be paid for this session.
2. The employee will be paid monthly, part in arrears and part in advance.
3. An employee must be given (and give) a period of notice before the contract is ended. This is 4 weeks. If either party gives less than this period then they are deemed to be in breach of contract.
4. There will be formal review meetings with each employee where performance and feedback (both to employee and from employee) are given.
5. A commitment to training that is built into the annual hours.

Besides the contracted hours there will also be opportunities to undertake additional ad-hoc hours to cover any sickness or holidays at sessions local to you. These will be paid at the hourly rate applicable to the post plus 12.07% as holiday pay. This means you will not be paid anything extra when you are on holiday.

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

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