

SSF ★

Transforming young lives
through sport

CANDIDATE
INFORMATION
PACK

YOUTH DEVELOPMENT COORDINATOR FIFE

2024 / 2025

CHARITY NO. SC034085

Who we are

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.

What we do

We enable young people, living in challenging environments, to become champions for good in society.

We are

Connecting, listening, and acting.

Educating and enabling others to expand our impact.

Creating spaces for young people to feel safe and welcome.

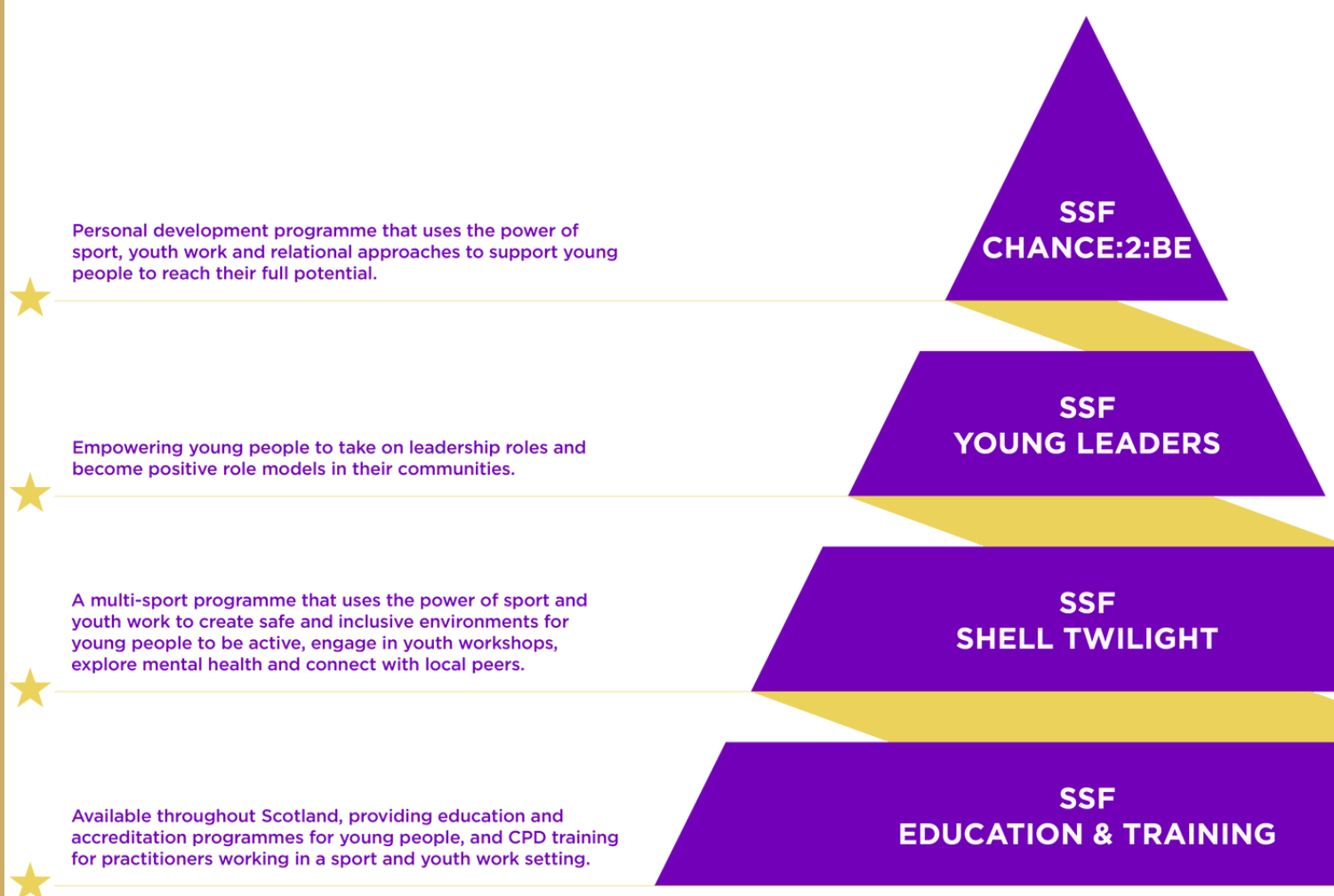
Harnessing the power of sport.

TRANSFORMING YOUNG LIVES THROUGH SPORT

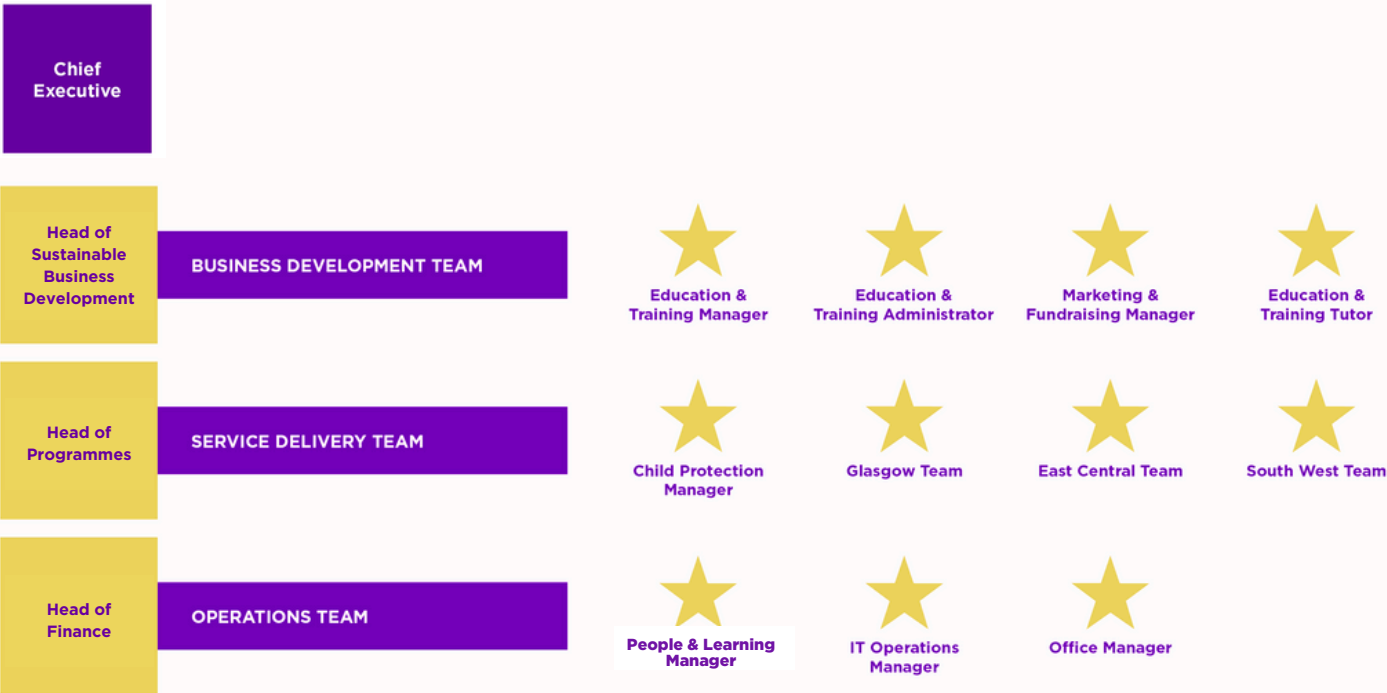


Our programmes

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
- Flexi-working time and TOIL policies
- CPD and training support
- Auto-enrolment pension scheme
- 29 days including public holiday-pro rata and birthday/personal day
- Employee "Wellbeing Days" intended to encourage staff to take time for themselves and to look after their own health and wellbeing
- Access to employee benefit system which includes cycle to work scheme, discounts and employee assistant programme
- Company enhanced leave including sickness, maternity/paternity leave, carers leave, miscarriage, parental bereavement and compassionate leave

The Role

Position: **SSF Youth Development Coordinator**

Full time (35 hours per week)

Open to requests of part time working
(minimum of 21 hours per week)

Hours: Evening work required.

Open to requests for flexible and hybrid
working arrangements

Contract: **Permanent**

Salary: **£25,000**

Responsible to: **SSF Regional Manager East Central**

Based: **Fife (Lochgelly)**



Duties and Responsibilities

The Role

As an SSF Youth Development Coordinator, you will be responsible for developing, coordinating, and delivering high-quality physical activity, personal development, youth work, and youth leadership programmes for children and young people in a designated geographic location. You will have experience of using sport as a tool to engage young people and experience of designing and delivering programmes that are person-centered and combine youth work and physical activity.

You will be responsible for:

- Developing the SSF Twilight Multi-Sport session in the area, engaging and offering more young people from the local communities an opportunity to participate in sport & physical activity in a safe, inclusive and encouraging environment. Work with local key agencies to establish and strengthen relationships that will support the development of the weekly session.
- Designing a 24-week personal development programme, SSF Chance:2:Be. SSF Chance:2:Be is a 24-week intensive personal development programme that offers a safe environment for young people who may be finding it difficult to remain in education. It provides them with an opportunity to access group and 1-2-1 support, engage in personal development workshops, set goals, and complete accessible training and accreditations.
- Working with a group of SSF Young Leaders to empower young people to take on leadership roles and become positive role models in Fife with the goal of young people leading their own provision in the community. Young people will be provided with opportunities to learn new skills and gain formal qualifications through sport and physical activity and put these into practice.

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.

Key Responsibilities

Key Responsibilities

- To design, coordinate and deliver a group personal development programme for young people who are at risk of leaving education, making adaptations where appropriate and required to ensure a person centred approach is taken.
- To support and develop a group of young leaders, providing them with opportunities to develop their leadership skills and put this into practice within the community.
- To design and deliver engaging workshops aimed at developing essential life skills such as communication, teamwork, leadership, problem-solving, and decision-making.
- To provide young people with the opportunity and support to achieve accreditations.
- To plan and deliver educational trips/excursions for young people.
- To deliver mental health and wellbeing workshops with young people.
- To design and deliver issue-based youth work topics.

Sport and Physical Activity

- To design and support community coaches deliver multisport activities and diversionary programmes which promote physical activity, mental wellbeing, resilience, and teamwork.

Mentoring and Guiding

- To deliver a service for young people which is person centred 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 youth to promote peaceful resolutions and teach constructive conflict management skills.

Community Engagement and Partnership Working

- Work with local and national partners to ensure joined up working and no duplication.
- 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.
- 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, exemplifying the SSF values; Empathy, 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:

- Monitor 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.
- Follow SSF monitoring and evaluation processes, evidencing impact each quarter.

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 regular training courses.

Person Specification

Personal Qualities

- Empathic
- Passionate
- Inclusive
- Patient
- Adaptable & Flexible
- Caring
- Relatable/Lived experience
- Approachable
- Effective communicator
- Team worker

Essential Skills, Knowledge & Experience

- Community Development, youth work or sports degree or relevant experience.
- Knowledge and experience of designing and delivering community grassroots sport for change programmes for young people who may be experiencing challenge in their lives.
- Knowledge and experience of designing and delivering community based youth leadership programmes.
- Knowledge and experience of designing and delivering community based youth personal development programmes for young people not engaging in education.
- Knowledge and experience of facilitating and delivering youth work sessions and applying the youth work principles to delivery.
- Knowledge, understanding and awareness of poverty and its effects of on people and communities.
- Knowledge and experience of managing conflict and supporting young people who are involved in conflict.
- Knowledge and experience of supporting youth mental health.
- Experience of data collection, monitoring and evaluation and evidencing the impact of programmes.
- Experience of establishing and developing meaningful partnerships.
- Be in possession of PVG membership or willing to become a member.

Desirable Skills, Knowledge & Experience

- Understanding and experience of child protection and safeguarding.
- Understanding and awareness of trauma and adverse childhood experiences.
- Understanding and knowledge of the criminal justice system and working with young people who are at risk of entering the criminal justice system.
- Understanding and familiarity with 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 carrying out risk assessments.
- Knowledge of Fife and local communities.

How to Apply

To apply for this post, please complete the application form provided alongside this job pack.

Please note that CVs WILL be accepted for this role (no more than two sides of A4 paper). All submitted CV's should be alongside a cover letter, highlighting your suitability to the role (no more than two sides of A4 paper).

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. The examples could include, but are not limited to: video application, BSL interpreter, interview coach and remote interview.

The closing date for applications is **Sunday 13th April at 11.59pm.**

Completed applications, CV's and accompanying cover letters 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 week commencing 21st April.

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

SSF East Central Regional Manager

Neal@ssf.org.uk

[07598580515](tel:07598580515)

Guidance

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 on the application form. 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.

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