



SSF ★

Transforming young lives
through sport

CANDIDATE
INFORMATION
PACK

SSF COMMUNITY COACH

(Lochgelly, Fife)

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.

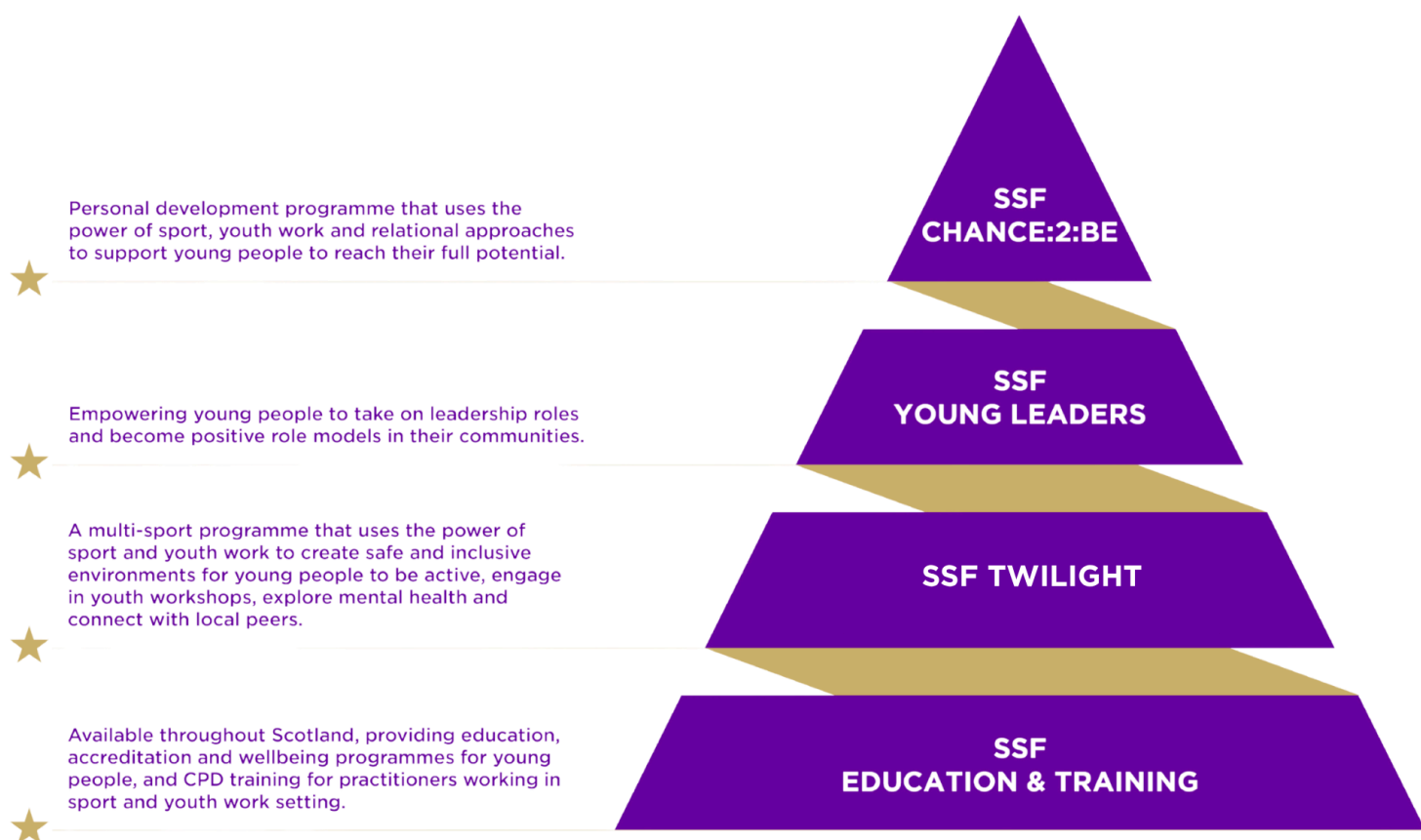
Harnessing the power of sport.

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
- 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 Community Coach**

Working at SSF Twilight Multi Sport sessions

Hours:

Thursday Evenings: 5pm - 8.30pm

**Friday evenings: 5pm - 7pm
(Girls only session)**

*We are recruiting for both a Thursday & Friday evening and **applicants can apply for one or both roles.***

Staff will receive 16 hours of training per year.

Contract:

Permanent

Salary:

£12.88 per hour

Responsible to:

SSF Regional Manager (East Central)

Based:

Fife

(specifically Lochgelly)



Duties and Responsibilities

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 in delivering engaging sessions that are inclusive, accessible, and person-centred.

SSF 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 environment for young people to be active, try new sports, engage in youth workshops, explore mental health and connect with local peers. SSF 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.

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

Key Responsibilities

Sport and Physical Activity

- To design and deliver fun and engaging multisport sessions for young people which 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 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 young people to promote peaceful resolutions and teach constructive conflict management skills

Duties and Responsibilities

Community Engagement

- To support young people engage in positive activities within the community

Role Modelling

- To be a positive role model and mentor for young people, demonstrating 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

- 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 and experience of delivering community grassroots sport programmes for young people
- Knowledge and experience of facilitating and delivering youth work sessions and applying the youth work principles to delivery
- Knowledge and experience of managing conflict and supporting young people who are involved in conflict
- Knowledge and experience of supporting youth mental health
- Knowledge, understanding and awareness of poverty and its affects on people and communities

Desirable Skills, Knowledge & Experience

- Understanding and experience of child protection and safeguarding
- Understanding and awareness of trauma and adverse childhood experiences
- Understanding and familiarity with the following acts: Equality act, data protection, UNCRC, GIRFEC, youth work principles
- Experience delivering Youth Scotland's Hi5 and Dynamic Youth Awards to young people
- Experience of designing and delivering engaging workshops aimed at developing essential life skills such as communication, teamwork, leadership, problem-solving, and decision-making
- Experience of carrying out risk assessments
- Experience of collecting data and carrying out monitoring and evaluation
- Knowledge of the local area and surrounding communities

How to Apply

To apply for this post, **please submit a CV highlighting your skills and experience along with a cover letter / supporting statement.** Both CV and cover letter should be no longer than one side of A4. **Please relate the content of the CV and cover letter to the Key Responsibilities and the Person Specification.**

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 20th July 2025 at 11.59pm.**

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

Please indicate clearly on your covering letter which evening you would like to apply for: Thursday evening, Friday evening or both.

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 week commencing 28th July 2025 (exact details TBC).

For 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 CV and cover letter will enable the interview panel to decide whether to invite you to an interview.

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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