

**SSF** ★

Transforming young lives  
through sport

CANDIDATE  
INFORMATION  
PACK

# People and Governance Manager

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.

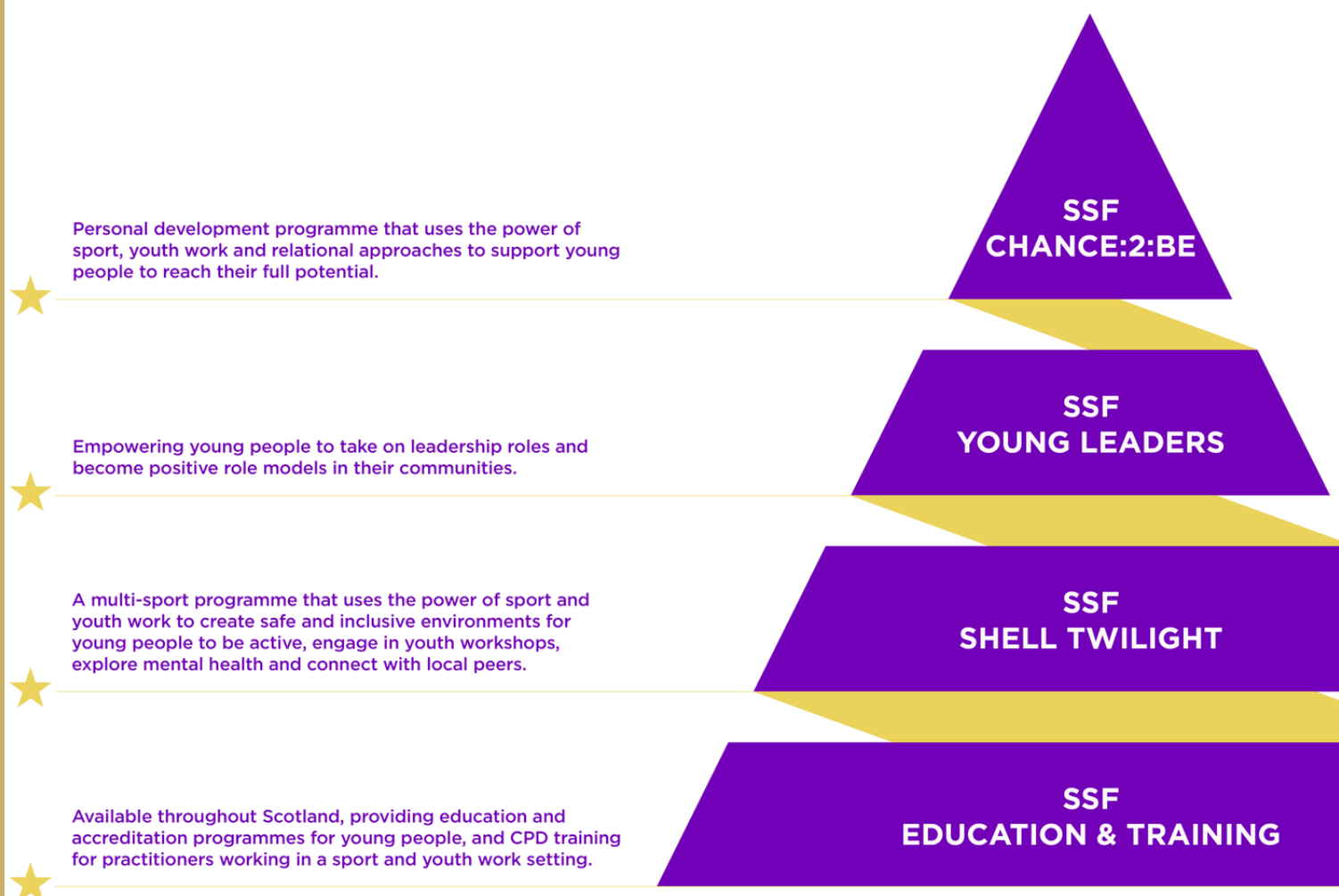
Harnessing the power of sport.

# TRANSFORMING YOUNG LIVES THROUGH SPORT



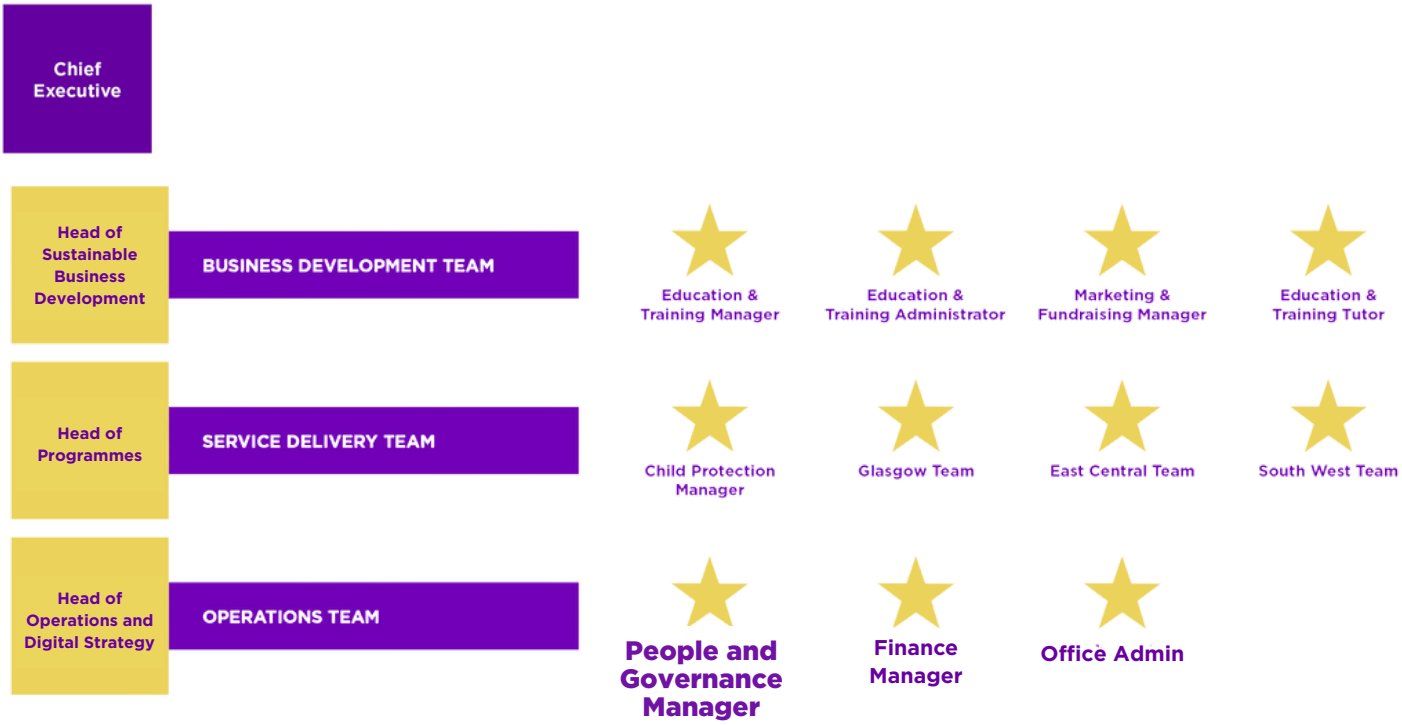
# Our programmes

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:** **People and Governance Manager**

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**Hours:** **28 hrs**  
Open to requests for flexible and hybrid working arrangements

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**Contract:** **Permanent**

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**Salary:** **£35,020 pro rata (salary £28,016)**

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**Responsible to:** **Head of Operations and Digital Strategy**

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**Based:** **Glasgow/Hybrid**



# Duties and Responsibilities

## The Role

The People and Governance Manager plays a pivotal role in ensuring that the charity operates with integrity, effectiveness, and inclusivity. They lead the development and implementation of people policies and governance frameworks that support a healthy organisational culture, legal compliance, and ethical decision-making.

Their responsibilities bridge two critical areas:

**People:** Creating a positive workplace where staff and volunteers thrive through fair recruitment, development, wellbeing, and performance management practices.

**Governance:** Support the Board and Senior Leadership Team in maintaining strong oversight, managing risks, ensuring policy compliance, and aligning with best practices.

## Key Responsibilities and Main duties:

### Leadership

1. Develop and implement inclusive people policies and procedures aligned with charity values and legal standards.
  2. Provide guidance and support on the application of people policies, procedures, and best practices and act on feedback from colleagues.
  3. Support colleagues to develop effective training and learning programmes and chair People and Learning sub-group.
  4. Attend Equality, Diversity and Inclusion sub-group and advise on current HR trends and legislation as support deliverables from the group.
- Act as a point of contact for employee concerns, fostering a culture of trust and openness.

### Planning and Delivery

1. Manage end-to-end recruitment processes including sourcing, interviewing, onboarding and offboarding.
2. Advise managers and employees on employee relations issues, ensuring timely and effective resolution.
3. Support performance management processes, including appraisals and development planning.
4. Support the Trustees with effective governance, including meeting planning, documentation, and minute taking and administrative support as required.
5. Liaise with Finance Manager to produce monthly payroll.
6. Work closely with the Child Protection & Safeguarding Manager to ensure safeguarding principles are embedded across all people and governance practices inclusive of PVG.
7. Develop reports from HR software (SSF uses Employment Hero) to monitor and mitigate risks across HR and governance.

# Duties and Responsibilities

## Key Responsibilities and Main duties:

### Management and Accountability

1. Maintain accurate and up-to-date HR records including training.
2. Ensure compliance with health and safety regulations.
3. Collaborate with team members in coordination of company training and learning events.
4. Maintain and submit Company House records on time.

### Partnerships and Relationships

5. Maintain effective relationships with all SSF employees.
6. Assist with staff benefits administration and liaise with external providers as needed.
7. Relationship management with external staff wellbeing provider.
8. Support fundraising efforts and social media campaigns as appropriate.
9. Support employee engagement initiatives and contribute to company culture development.

### Developing self and others

10. Ensure personal knowledge is up to date with current regulations and trends.
11. Attend relevant training sessions as required.



# Person Specification

## Personal Qualities

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- Demonstrates commitment to values of SSF
- Organised and self-motivated with ability to manage competing priorities with flexibility and calm under pressure
- Personable and empathetic, able to build trust across diverse staff teams
- Comfortable managing competing priorities
- Willingness to learn and to adapt to new concepts

## Essential Skills, Knowledge & Experience

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- Minimum 2 years in HR Advisory or generalist role
- CIPD qualification (at least Level 5)
- Experience of developing and implementing HR and organisational policies
- Knowledge of employment law and best practices
- Proficiency in HR systems (SSF uses Employment Hero)
- Proficiency in Microsoft Office
- Understanding of data protection (GDPR), Equality and health and Safety.
- Strong administrative and organisational skills, with attention to detail in documentation

## Desirable Skills, Knowledge & Experience

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- Experience supporting Trustees and Senior Leadership Team (SLT) with governance processes
- Experience of running a monthly payroll
- Confidence in presenting policies or reports to Board or colleagues
- Experience supporting and embedding EDI (equity, diversity and inclusion)

# How to Apply

To apply for this post, please complete the application form provided alongside this job pack. Please note that CVs will not be accepted.

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 and remote interview.

The closing date for applications is **20/08/25 at 12 midnight.**

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 29.08.25.**

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

**Kirsty McNab, CEO, [kirsty@ssf.org.uk](mailto:kirsty@ssf.org.uk)**

# 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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