



## CANDIDATE INFORMATION PACK

**SSF**★

Transforming young lives  
through sport

# Freelance SSF Tutor

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



# Structure of SSF



# Values

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

# The Role

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<b>Position:</b>	Freelance SSF Tutor
<b>Hours:</b>	Hours of work vary based on demand. Daytime, Evening and Weekend work
<b>Contract:</b>	Contract for Services Agreement (responsible for all statutory and tax compliance)
<b>Salary:</b>	£28 per hour
<b>Based:</b>	Delivery venues vary depending on booking, so travel across Scotland may be required.
<b>Closing Date:</b>	Monday 19th January 2026 at 10am
<b>Application:</b>	<b>Application Form</b>

# Core Purpose

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SSF Education and Training Tutors are responsible for delivering high quality training and accreditations directly to young people and to practitioners working across the sport and physical activity sector.

Our training combines youth work principles and sport to develop skills and knowledge. The purpose of our training is to help practitioners to deliver inclusive, accessible and outcome focused sport and physical activity and to provide young people with opportunities to enhance their learning, future prospects and employment opportunities.

Training is delivered across Scotland and includes evening and weekend work. Tutors will deliver a blend of online and face-to-face training.

## Key Responsibilities

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- Work closely with SSF staff and other freelance tutors to deliver modules using pre-defined learning outcomes (alone or co-delivery).
- Plan and prepare module delivery based on the needs of the group.
- Pre-workshop preparation and venue set-up.
- Attendance at relevant development opportunities including standardisation, updates and CPD.
- Complete relevant course administration including marking and assessing SCQF accredited coursework.

# Key Responsibilities

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- Opportunity to support and contribute to module content and resource development.
- Promote SSF Education and Training across your networks and engage with SSF social media.
- Be responsible for a safe learning environment and adhere to all health and safety, child protection and GDPR requirements.

## Essential Experience

- Ability to evidence progressive experience working in a learning environment and specifically in facilitation, group assessments, supporting individual learning, tutoring, teaching, and training.
- Experience of delivering/facilitating training to youth work staff or sport/physical activity practitioners.
- A background in working with young people in a community setting as a youth worker or sports/physical activity practitioner.
- Ability to tailor delivery to the individual needs of a group of learners, using knowledge of teaching, coaching and learner facilitations to create an environment which removes potential barriers to learning.
- Experience of adapting and tailoring training for delivery through different platforms, including face-to-face and online.
- Clear understanding of the SSF Education and Training strand.

## Desirable Experience

- Professional Development Award (PDA) in Sport Educator (or working towards) or equivalent tutoring qualification.
- Experience of working with and understanding the issues affecting young people who are facing challenging circumstances and may be disengaging from education.
- Experience of working in sport to address inequalities.
- Experience of working in, delivering, or facilitating training to people with disabilities.
- Knowledge of trauma and Adverse Childhood Experiences (ACEs).

## Skills and Attributes

- Passionate about transforming young lives through sport.
- Confident communicator and excellent interpersonal skills.
- Flexible and responsive approach.
- Enthusiastic and highly motivated.
- Ability to motivate, encourage and influence others.
- Ability to apply a person-centred approach to coaching.
- Confident and able presenter who is comfortable delivering / facilitating learning.
- Inclusive
- Empathetic

# 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.

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 **Monday 19<sup>th</sup> January 2026 at 10am**

Completed applications should be sent to: [recruitment@ssf.org.uk](mailto:recruitment@ssf.org.uk).

If your application is shortlisted, we will invite you to attend an interview process on either Monday 16th or Wednesday 18th February 2026. This will consist of practical assessment and interview panel. It is expected that the process would take no more than 1.5 hours.

The time and venue will be confirmed if you are invited to the interview stage. We anticipate interviews will be held in a venue in a central belt location, most likely Stirling or Glasgow.

# Further Information

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## **SSF Tutor Training**

If you have not already completed SSF Tutor Training, you will be expected to complete our 2-day Tutor Training programme prior to delivering any modules on behalf of SSF.

The training is planned for Wednesday 4<sup>th</sup> and Wednesday 11th March. This training is mandatory for delivering SSF accredited modules and therefore we are regrettably unable to accept applications from candidates who will not be able to commit to attending this training.

If you have already completed SSF Tutor Training, we will be organising an upskilling session as a refresher and to present new module content. The date and venue for this session will be confirmed in due course.

## **Further Training and Ongoing Commitments**

You will be offered planned check-ins with a member of the SSF Education and Training team and expected to attend an annual Standardisation Day to ensure consistency and quality are maintained.

You will be paid for work you complete in your capacity as a fully signed off Tutor, however you will not be paid to attend training which is required to retain your credentials as an SSF Tutor.

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# Further Information

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## Allocation of Tutoring Deployments

You will be deployed directly by SSF to deliver modules in the fairest way possible, taking into consideration tutor availability, geographical location, course requirements, and attempting to ensure an equitable spread of work.

The SSF Education and Training team will inform you of the opportunity to deliver a module and you will be expected to respond within a 2-day timeframe to confirm whether you are available for the delivery.

For tutors generating interest with course organisers themselves directly, you will always be the tutor allocated to those modules, provided you are available and wish to deliver.

## Safeguarding and PVG

You must be up to date with Child Protection and Safeguarding training and willing to undertake any required ongoing training.

You must be a PVG scheme member or willing to become one.

# Inclusive Recruitment

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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, walking interview, etc.

Every role at Scottish Sports Futures (SSF) is open to applications from all sections of society. We believe in the potential of everyone regardless of sex, race, religion or belief, ethnic origin, different physical ability, age, nationality, sexual orientation, gender identity, or any other form of diversity.

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## Support Needs

We are committed to being an Equal Opportunities Employer. Are there any arrangements that we can make to assist / adapt for you if you are called to interview, or if successfully employed? If so, please give details on your cover letter.



# Referees

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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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