



CANDIDATE INFORMATION PACK

SSF★

Transforming young lives
through sport

SSF Education and Training Tutor

2026
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 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
- 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 Education and Training Tutor
Hours:	35 hours per week
Contract:	Permanent / Full Time
Salary:	£28,387
Based:	Glasgow with travel throughout Scotland required
Closing Date:	Monday 2 nd February 2026 at 10am
Application:	Application Form

Core Purpose

The SSF Education and Training Tutor is 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.

This post will have a national remit and will involve regular travel across Scotland, as well as evening and weekend work. The tutor will deliver a blend of online and face-to-face training.

Key Responsibilities

- Work closely with SSF staff and 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.
- Undertake community engagement and consultation to understand the training needs within organisations, to shape relevant programmes of training for the coaching workforce.

Key Responsibilities

- Design and deliver bespoke programmes of training to practitioners, based on need and demand.
- Mentor practitioners through co-delivery, observation and feedback.
- Complete relevant course administration including marking and assessing SCQF accredited coursework.
- Complete internal verification processes to maintain quality assurance standards.
- Contribute to module content and resource development.
- Create content for social media channels and digital platforms to support the marketing and promotion of SSF Education and Training.
- Collect and analyse data from sessions to inform future module and programme delivery.
- Contribute to the production of monitoring and evaluation reports which represent programme progress and outcomes.
- Gather and use data to create meaningful and impactful case studies.
- Contribute to administrative tasks relevant to the programme as required.
- Deliver at relevant events and conferences.
- Identify opportunities to grow our customer base and increase partnership working.
- Attend relevant development opportunities including standardisation, updates and CPD.
- Be responsible for a safe learning environment and adhere to all health and safety, child protection and GDPR requirements.

Essential Experience

- Knowledge of mentoring and supporting the sporting workforce.
- Knowledge and understanding of the sport sector and its club and communities environment.
- Experience of working with sports clubs in a voluntary or professional capacity, empowering them to develop and build capacity.
- Experience of working with young people in a community setting as a youth worker or sport / physical activity practitioner.
- Ability to evidence progressive experience working in a learning environment and specifically in facilitation, group assessments, supporting individual learning, tutoring, teaching, and training.
- 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.
- Working knowledge of monitoring and evaluation practice.
- 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 community engagement with positive outcomes.
- 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.
- Ability to be proactive, work with minimal direction and supervision.
- Confident communicator and ability to build and maintain strong relationships.
- 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

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. 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 2nd February 2026 at 10am**.

Completed applications should be sent to: 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

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 4th and Wednesday 11th March 2026. 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 both days of 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.

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

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. The examples could include, but are not limited to: video application, BSL interpreter, interview coach, remote interview, sending questions prior to the 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.

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

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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