

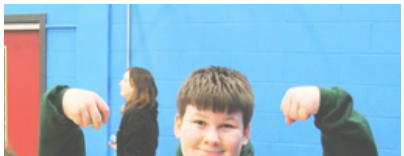


CANDIDATE INFORMATION PACK









Transforming young lives through sport

SSF YOUTH DEVELOPMENT COORDINATOR

Clackmannanshire

2026

CHARITY NO. SC034085

Who we are

Our vision

A Scotland where young people can harness the power of sport to overcome adversity and unlock their full potential.

Our mission

To empower young people to use sport to build the strength and confidence they need to combat 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

Chief Executive

- **Head of Sustainable Business Development**
  - Business Development Team
    - Education & Training Manager
    - Education & Training Administrator
    - Marketing & Communications Manager
    - Education & Training Tutor
    - Fundraiser
- **Head of Programmes**
  - Service Delivery Team
    - Glasgow Team
    - Clackmannanshire Team
    - North Ayrshire Team
- **Head of Operations and Digital Strategy**
  - Operations Team
    - People, Governance & Safeguarding Manager
    - Finance Manager
    - Office Admin



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 publics 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 Youth Development Coordinator
Hours:	35 hours per week with requirement to work a miniumum one evening per week.
Contract:	Permanent
Salary:	£26,750
Based:	Office base: Clackmannanshire Council Buildings, Kilncraigs, Alloa, FK10 1EB. Open to requests for flexible and hybrid working arrangements.
Closing Date:	Sunday 22nd November 2026
Application:	CV and Cover Letter

Role Overview

As an SSF Youth Development Coordinator, you will work with children and young people across Clackmannanshire, using sport, physical activity and youth work to build confidence, develop skills and support them to reach their potential.

You will develop and deliver inclusive programmes shaped around young people's needs and interests, particularly those experiencing poverty, adversity or barriers to participation. You will build trusting relationships and create safe, welcoming spaces where young people feel valued, listened to and supported.

Working with young people, families, communities and local partners, you will help shape meaningful opportunities, encourage youth voice and leadership, and support young people to access wider services and opportunities for progression.

We are looking for someone who is positive, approachable and passionate about making a difference. Someone who believes in the power of sport and youth work to bring people together, build meaningful relationships and create opportunities for young people to thrive.

Role Overview

You will be responsible for delivering and supporting the delivery of the SSF in the Community programme.

Local Need: Local need is the focal point. Challenges are different in every community shaped by local environments, socio-economic conditions and social dynamics. Addressing Local Need is SSF's responsive layer — ensuring our programme adapts to our communities.

Place-Based Delivery: Our place-based approach consists of 2 core elements. One focuses on providing weekly structured and safe sport and youth work activities, and addresses underlying causes of antisocial behaviour and disengagement.
While the other deepens community connections and strengthens local networks.

Youth Leadership: Youth Leadership is about enabling local young people to become powerful community influencers. Participants gain real-life experience leading sessions, mentoring others, and driving change on the issues that matter most to them.

Skills, Education and Training: Through our Education and Training team, we deliver education directly to young people through sport and physical activity, supporting young people to achieve qualifcations is a setting that works for them. We deliver training and education directly to practitoners to increase their skills, knowledge and confidence to work with young people.

Key Responsibilities

SSF in the Community

Understanding Local Need

- Lead community mapping and relationship-building with local people and organisations to gather local intelligence, understand community assets and identify gaps in provision.
- Engage with young people, families, communities and partners to understand local needs, strengths, priorities and existing provision, identifying where SSF can add value.

Place-Based Delivery

- Co-design and deliver sport and youth work programmes that provide structured, safe and engaging activities, addressing the underlying causes of anti-social behaviour and disengagement.
- Develop flexible and responsive delivery models that adapt as community needs and priorities evolve.
- Work collaboratively with young people and local partners to develop opportunities shaped by local insight, ensuring provision is relevant, inclusive and sustainable.
- Support and work alongside SSF Community Coaches and Youth Workers to deliver effective, engaging and high-quality programmes for young people.
- Design and deliver sport and youth work activities and events, including residentials, drop-in sessions, community events and gala days.

Key Responsibilities

Community Engagement

- Plan, coordinate and lead community events and activities that strengthen relationships between SSF, young people, residents and local organisations.
- Build and maintain positive relationships with communities and local organisations to develop opportunities that respond to the needs and aspirations of young people.
- Support young people to contribute positively to their communities through volunteering, leadership and community-based activities.

Family Engagement

- Establish, build and maintain relationships with parents, carers and families to understand their perspectives, strengthen engagement and address barriers to participation.
- Involve families in shaping opportunities where appropriate, ensuring activities reflect the needs and experiences of young people and the wider community.

Youth Leadership

- Lead the design, delivery and development of the SSF Young Leaders Programme, supporting young people aged 14 and over who have lived experience of poverty to develop their skills, confidence and leadership potential within their communities.
- Co-deliver the SSF Young Mentors Programme, supporting young people aged 16 and over to take on influential roles within their communities.
- Support Young Mentors to access tailored training and develop the skills and confidence to advocate for change on local issues that matter to them and have been identified through SSF in the Community.

Key Responsibilities

Skills, Education and Training

- Deliver learning opportunities and accredited training that support young people to develop their skills, confidence and future opportunities.
- Promote and create opportunities for the SSF Education and Training Programme to be delivered across the local authority.
- Work with young people and partners to identify appropriate pathways into further learning, training, volunteering and employment.

Partnership Working

- Establish, develop and maintain relationships with local partners, including schools, council services, youth work providers, sports clubs and community organisations, to strengthen collaboration and avoid duplication.
- Work with partners to develop pathways into and beyond SSF programmes, share learning and identify opportunities for joint working.
- Attend and contribute to local partnership meetings and forums, supporting coordinated approaches to improving outcomes for young people.

Mentoring and Guidance

- Ensure delivery of person-centred, trauma-informed youth work that recognises each young person's individual needs, experiences, strengths and aspirations.
- Build trusting and supportive relationships that help young people navigate challenges, develop confidence and make positive choices.
- Create safe, welcoming and inclusive environments where young people feel valued, listened to and supported.
- Consult and co-design with young people, ensuring their voices, choices and experiences shape programme delivery and development.
- Support young people to manage challenges and resolve conflict constructively, promoting positive relationships and mutual respect.

Key Responsibilities

Role Modelling and Professional Practice

- Act as a positive role model, demonstrating inclusive, respectful and trauma-informed practice and building trusting relationships with young people.
- Represent SSF professionally and develop positive relationships with families, schools, community organisations and local partners.

Safeguarding, Health and Safety

- Promote and maintain the safety and wellbeing of all young people participating in SSF programmes, ensuring safeguarding is central to all aspects of delivery
- Follow SSF safeguarding policies, procedures and codes of conduct, ensuring concerns are recognised, recorded and reported promptly through the appropriate channels.
- Recognise and respond appropriately to safeguarding concerns
- Maintain appropriate professional boundaries
- Plan and deliver safe, inclusive activities, completing appropriate risk assessments and implementing control measures for sessions, events, residentials and community-based activities.
- Identify and manage potential risks during activities
- Handle personal and sensitive information responsibly, following SSF data protection and information-sharing procedures
- Promote inclusive and respectful environments where young people feel safe to participate, challenging bullying, discrimination, harassment and inappropriate behaviour in line with SSF policies.
- Undertake required safeguarding, child protection, health and safety and other relevant training, maintaining up-to-date knowledge and practice in line with SSF requirements.

Key Responsibilities

Monitoring and Evaluation

- Monitor programme delivery, participation and outcomes, gathering feedback from young people and partners to assess impact and inform continuous improvement.
- Follow SSF monitoring and evaluation processes, using evidence and learning to report on progress and demonstrate impact on a quarterly basis.

Personal Qualities

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

Essential Skills, Knowlege and Experience

- A degree or relevant qualification in community development, youth work or sport, or equivalent relevant experience.
- Demonstrable knowledge and experience of designing and delivering community sport for change programmes that support young people experiencing challenges in their lives.
- Demonstrable knowledge and experience of developing and delivering community-based youth leadership programmes.
- Knowledge and experience of planning, facilitating and delivering youth work sessions, applying youth work principles in practice.
- Understanding of poverty, its impact on individuals and communities, and the barriers it can create for young people.
- Knowledge and experience of managing conflict and supporting young people to address and resolve conflict constructively.
- Knowledge and experience of promoting and supporting young people's mental health and emotional wellbeing.
- Experience of collecting data, monitoring and evaluating programmes, and evidencing outcomes and impact.
- Experience of building and developing effective, collaborative and meaningful partnerships with relevant organisations, services and community stakeholders.
- Current membership of the Protecting Vulnerable Groups (PVG) Scheme, or willingness to obtain membership in line with role requirements.

Essential Skills, Knowlege and Experience

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- Current membership of the Protecting Vulnerable Groups (PVG) Scheme, or willingness to obtain membership in line with role requirements.

Desirable Skills, Knowledge & Experience

- Understanding of child protection and safeguarding practices.
- Awareness and understanding of trauma-informed practice.
- Knowledge of the criminal justice system and an understanding of the factors affecting young people at risk of becoming involved in offending.
- Familiarity with relevant legislation, frameworks and principles, including the Equality Act, data protection legislation (UK -GDPR), the United Nations Convention on the Rights of the Child (UNCRC), Getting It Right for Every Child (GIRFEC) and youth work principles.
- Experience of working with young people with physical, sensory and cognitive disabilities.
- Experience of undertaking risk assessments and identifying appropriate risk management measures.
- Knowledge and understanding of local communities, including the services, resources and support available to young people.
- Full driving licence (clean)

How to Apply

To apply for this post, please submit a CV highlighting your skills and experience with attached cover letter. Your cover letter should include why you are passionate about this position and your relevant knowledge and experience including examples of your work.

Please relate this to the key responsibilities and person specification highlighted in this job back. CVs to be 2 pages maximum and one page for the Cover Letter.

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 22nd November 2026**.

Completed applications and CV's should be sent to: recruitment@ssf.org.uk.

From there, if your application is shortlisted, we will invite you to attend an interview, week beginning 30th November 2026.

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, possibility to perform a tasks, 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.

Support Needs

We are committed to being an Equal Opportunities Employer.
Are there are 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.

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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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