



STREET
LEAGUE

streetleague.co.uk

JOB PACK

#movingintowork

THE NEED

Young people aged 16 – 24 are, almost three times as likely to be unemployed as all other age groups combined. Disadvantaged young people, i.e. those facing multiple and complex barriers are more often not in education, employment or training compared with other 16 – 24 year olds.* We support the young people who need our help the most which means we run our programmes in the areas with the highest youth unemployment rates. Youth unemployment can have a long-term impact on the physical and mental well-being of a young person with higher chances of being welfare-dependent later in life. We value the power of sport to change young peoples' lives. We use sport as a hook to engage the most hard-to-reach young people, bringing people together, creating fitter minds and bodies and teaching key skills like discipline, communication and teamwork.

*Tackling unemployment among disadvantaged young people - Institute for Employment Studies, March 2016



The UK's
leading sport
for employment
charity

www.streetleague.co.uk

England & Wales Charity No. 1101313 |
Scotland Charity No. SCO 38884

ABOUT STREET LEAGUE

Street League is the UK's leading sport for employment charity that delivers a powerful programme of sports combined with employability workshops to young people aged 16 - 24 from the most disadvantaged communities across the UK. Last year alone we supported 1656 young people to move into work, education or training and we continue to increase this number every year.

Operating in 14 cities and 38 local authorities across England and Scotland, Street League academies provide participants with structured sport and fitness sessions alongside employability workshops including C.V. writing, job applications and, interview preparation, such as mock interviews with some of our corporate volunteers, plus opportunities for work experience with partner organisations. Our programmes run for 8 - 20 weeks, depending on location and need. We also support Street League graduates who have progressed into work with aftercare staff working with the young people and employers to facilitate a smooth transition into the workplace and mitigate any issues that may arise.

WHERE DO WE WORK?



AYRSHIRE | BIRMINGHAM | CLYDE WEST
DUNBARTONSHIRE | DUNDEE | EDINBURGH | GLASGOW
LANARKSHIRE | LEEDS | LIVERPOOL | LONDON
MANCHESTER | SHEFFIELD | TEES VALLEY

JOB DESCRIPTION



POST TITLE:	Retail Assessor
REPORTS TO:	Education & Training Manager
LOCATION:	Paisley
CONTRACT:	Permanent, Full time (37.5 hours per week)
SALARY:	£ 25,697 gross per annum

Summary of Post

The Retail Assessor (SVQ/MA) will be responsible for a caseload of candidates (maximum of 25) and will plan and carry out assessment against Scottish Qualifications Authority (SQA) assessment standards, ensuring timely achievement of Level 2 and 3 (SCQF 5&6) qualifications and associated milestones. You will be expected to work collaboratively with your learners over a period, visiting them regularly within their workplace to assess their competence in Retail using a variety of assessment methods to assess their progress against current SQA standards.

Main Duties and Responsibilities:

- Working with MA learners and Street League staff and assessing them as part of their SQA qualifications to ensure successful outcomes in line with contractual requirements and targets.
- Prepare, agree and review assessment plans with each candidate. Create learner portfolios to agreed target standards and ensure they are submitted on time.
- Following assessment guidelines, using a variety of methods; carry out assessments in accordance with assessment specifications and assessment documentation .
- One-to-one support with candidates at least once per month to provide support, prepare action plans, undertake assessments and provide feedback on performance.
- Efficient and effective operation of the assessment process in line with Street League policy relating to quality and the requirements of SQA.
- Manage and maintain learner folders/online portfolios in line with contractual/SQA audit requirements.
- Contribute to the approval process for qualifications and participate in development visits when required.
- Work with the Education & Training Manager to ensure that the learners' needs are met.
- Take part in and contribute to standardisation.
- Uphold qualification and company standards at all times.
- Undertake workplace Health and Safety checks for learners.
- Work with the quality team to develop qualification and training provision in line with contractual and awarding body requirements.
- Ensure Equal Opportunities policies and Health & Safety requirements are complied with and all candidates are given fair access to assessment.
- Attend and participate in meetings within Street League, and wider networks as required.
- Maintain an annual record of CPD and undertake any training/development as required.
- Take responsibility for safeguarding and promoting the welfare of all learners with whom you come into contact.
- A flexible approach to the working pattern will be required, as there may at times be a requirement to work outside the normal working week, however sufficient advance notice will be given.
- To undertake other duties as required by line manager.

PERSON SPECIFICATION



Street League has developed the use of selection criteria to aid objective recruitment in line with the Equal Opportunities policy.

Personal Characteristics

- An individual with a clear commitment to continuous improvement in relation to the quality of learning and assessment & verification
- Self motivated, resilient and highly organised with the ability to work within strict deadlines
- Commitment to the Street League vision to end structural youth unemployment in the UK

Experience

- Demonstrable and current experience of assessment of the Retail SVQ and the associated core skills and enhancements required for MA achievement. Occupational competency within other sectors or frameworks would be advantageous.
- Experience of supporting assessment activities across a multi-site and forward-thinking approved centre
- Experience within each stage of the quality assurance cycle, ideally with SQA or another awarding body

Knowledge & Understanding

- Demonstrable knowledge and understanding of Awarding Organisation systems, processes, standards and expectations
- Demonstrable knowledge and understanding of how assessment and verification activities can have a commercial impact within a contracting environment

- Experience of Modern Apprenticeship programmes and Awarding Organisation systems and procedures. Specifically, for Street League, this relates to Skills Development Scotland (SDS) and the Scottish Qualifications Authority (SQA)

Skills & Abilities

- Highly organised with excellent time management skills, attention to detail and capable of working to agreed deadlines
- Good attention to detail and maintains focus during periods of challenge
- Well-developed communication and influencing skills and is capable of facilitating development and improvements for individuals/teams
- Sets high standards and embraces innovative approaches to teaching, learning and assessment that are celebrated across the organisation
- Excellent communication and interpersonal skills and the ability to develop relationships with learners and their colleagues
- To have a confident and calm approach to problems and an ability to use initiative in developing solutions
- Fully literate in all Microsoft Office applications.

Qualifications

- Relevant Assessor qualification (A1, L&D9DI etc.) is essential
- A driving licence and own car is essential.

This role will be based within the Paisley office but duties will be carried out across Scotland.

This job description is current at the date of issue. As and when the work of Street League develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

STREET LEAGUE BENEFITS, REWARD AND RECOGNITION PROVISIONS



The information below provides a summary of the benefit, reward and recognition schemes available. Please check your contract of employment, company policies and scheme rules for eligibility and terms and conditions of provisions. Street League reserves the right to withdraw, amend the scheme and change providers as appropriate.

Lifestyle and Protection	Pension Scheme	Eligible employees are automatically enrolled in Street League's Group Stakeholder Pension Plan operated by Scottish Widows within three months from their start date. At present, Street League contributes 2.5% of gross basic salary and employees are required to make a gross contribution of 2.5% of gross basic salary (this is equal to a net contribution of 2% which is deducted from basic salary, with the remaining 0.5% being made up of tax relief from the government). Staff may elect to pay contributions which are higher and Street League will match gross contributions up to a maximum of 6% of your gross annual salary.
	Critical Illness Cover	Critical Illness cover provides you with a tax-free lump sum payment if you or your children suffer a covered critical illness.
	Employee Assistance Programme	Access to a 24/7 confidential helpline and online information, plus five counselling sessions. LifeWorks provides support on everyday issues covering family, money, health and wellness, work and stress.
	Life Insurance	2 x base salary cover after one year of service with the company. Additional coverage provided for senior staff.
	Annual Holiday	25 days leave per year, plus one additional day awarded for each year of service up to a maximum of 3 days
	Cash Health Plan	Core level of cover with Simply Health provided for employees with over one year of service. Dependent children may be added at no extra charge. Option to increase level of cover and extend to spouse/partner. Reimbursement of expenses up to annual limits for dental; optical; tests; specialist consultations; complimentary therapies.
	Car Lease Scheme	Access to a car lease scheme with Fleet Evolution through salary sacrifice on completion of probationary period. Includes servicing, tyres, motor insurance and licencing.
	Enhanced Sick absence pay	Company paid sickness absence in accordance with the sickness absence policy and contract of employment after probationary period completed (6 months)
	Season Ticket Loan	Interest free loan to cover the cost of your season ticket, repaid from your salary payments
	Enhanced Jury Service	Full salary paid during Jury service minus deduction for expenses received from the court
Cycle to work	Purchase of a bicycle and/or safety equipment to get to work, tax free and paid for monthly via salary sacrifice up to the value of £1000.	

Other	Staff Conference	A biennial staff conference to meet staff across the organisation and celebrate success
	Staff Survey	Have your say in the annual anonymous staff survey
	Training & Development	Opportunities to gain skills and receive formal training, participate in working groups (such as curriculum development, quality forums, etc) and undertake CPD.
	International Trips	A limited number of opportunities to participate in international events linked to streetfootballworld