



STREET
LEAGUE

JOB PACK

#MOVINGINTOWORK

streetleague.co.uk

Street League is an equal opportunities employer.

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:	Head of Contracts and Quality (Scotland)
REPORTS TO:	Managing Director (Scotland)
DIRECT REPORTS:	Contracts & Quality Coordinators x 3, Training and Education Manager x 1
LOCATION:	Paisley, with some travel across Scotland
CONTRACT:	12-month fixed term contract (maternity cover)
SALARY:	£40,000-£45,000 depending on experience

Summary of Post

Reporting to the Scottish Managing Director, the post holder has overall responsibility for the life cycle of our commissioned income contracts across all Scottish regions that Street League operates in. They will be responsible for securing income to support Street League's programmes and ensuring that the planning and quality of our delivery is robust and meets internal and external requirements in relation to multi agency quality and compliance standards (i.e. Awarding Body/SDS Quality Standards). The post holder will have line management responsibility for both the Contracts & Quality and Training & Education Teams.

Main Duties and Responsibilities:

Secure Public Sector Funding

- To act as the main lead in identifying and cultivating new business opportunities, including preparation, submission and management of the bid application process, with a goal to sustain commissioned revenue streams in Scotland. This includes, but is not limited to, annual tendering for the Skills Development Scotland (SDS) Employability Fund, Modern Apprenticeships, European Social Fund (ESF), National Third Sector Fund (NTSF) and local authority funding.
- Stewardship of funder/partner relationships including negotiation of contracts and/or commission-based partnerships with Skills Development Scotland, schools, local colleges, local authorities, learning providers, Job Centre Plus and employment or recruitment agencies.

Contract Management

- Management of contracts in Scotland on behalf of Street League – including the development of contract funding/delivery 'models' in collaboration with the wider Quality and Contracts and Operations teams to ensure viable delivery options
- Management of contracts in Scotland on behalf of Street League through the development and implementation of the Financial Performance Trackers, maintenance of accurate income records, timely reporting of performance and identification of areas for improvement
- Liaise with Financial Director and wider finance department through quarterly finance meetings and ongoing communications regarding reconciliation of contracted revenue and budget performance
- Lead and manage the performance of our contracts in relation to compliance both internally and externally. This will include, but not limited to, the development and implementation of our Academy Compliance and

Performance Tracker processes and procedures and timely reporting of performance and identification of areas for improvement.

- Develop on-going relationships with SDS, local and national Government, local authorities and other statutory agencies - and secure 'Approved Supplier status' for the delivery of training contracts. This will include the coordination of partnership and business development activities with regional Operations Managers and attendance at/preparation for relevant meetings and Quality Assurance visits.
- Work with the Managing Director (Scotland) to manage senior stakeholders and facilitate internal management team meetings
- Responsible for mapping key customers in Local Authorities where Street League operates including agencies and staff in, but not limited to SDS, Local/National Government, Schools, Colleges, Learning Providers, DWP Job Centre Plus

Quality Improvement

- Act as the Quality Improvement Lead, having full oversight of the Annual Self-Assessment and Quality Action Plan in line with both SDS requirements and Street League's Internal Quality Improvement Systems
- Develop and maintain a central system for recording quality assurance activities and outcomes, with the support of the Contracts and Quality Coordinator, and use the outcomes of this to inform evaluation activities that contribute to the wider self-assessment process and quality improvement action plan
- Monitor progress against regional quality plans on a regular basis, identifying areas of good practice and areas for improvement and work with line manager to agree solutions to maintain progress against the plans

JOB DESCRIPTION (contin.)



Main Duties and Responsibilities (continued):

Work with the Training and Education Manager to oversee the following priorities:

- Lead the design and implementation of appropriate schemes of work and curriculum/lesson plans in line with our Practice Framework and funding rules to ensure our participants' experience and journey supports and promotes progression into sustained positive outcomes
- Plan and implement regional quality plans and schedules including observations of teaching, learning and assessment and standardisation activities in line with Street League strategies and policies in relation to the quality of our provision
- Oversee the lead internal verifier to deliver and manage the standardisation of our internal verification activities in line with our strategy, policies and procedures
- Manage and oversee staff development opportunities & training in line with our annual Training calendar & staff CPD
- Support with approval processes for new additions to Street League's portfolio of qualifications and identify areas for further development & growth

General

- Support the Scottish growth plans through appropriate market research, business development activities and preparing Local Areas Plans that will contribute to the successful roll-out of new Scottish operating centres, as directed Managing Director (Scotland)

- Identifying the need for, and working with, the wider Contracts & Quality Team, Managing Director (Scotland), Operations Managers, HR and Finance to update and implement Street League policy and quality standards in line with funder requirements.
- Enhance skills through networking and training opportunities.

Other

- To represent Street League and its values in all aspects of the role.
- To actively promote and implement Street League's Equal Opportunities policy within all aspects of the post.
- 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 the Senior Management Team (SMT).
- To work on own initiative and flexibly.
- Full participation in staff supervision, staff meetings, staff appraisal and personal/professional development.

The Head of Contracts and Quality (Scotland) will be based in the Paisley HQ, although the role will focus across all Street League Scottish regions and travel will be required, this will include Scotland wide and UK travel and overnight stays.

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.

PERSON SPECIFICATION



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

Personal Attributes

- Strong relationship development skills, at ease professionally at all levels with both internal and external stakeholders, able to inspire trust
- Strong intellectual capability, able to understand and communicate information about Street League service provision to highly discerning constituencies with conviction
- Confidence in working at multiple levels and contributing to the work of the Management Team.
- Sensitivity to, and willingness to develop an understanding of and working relationship with vulnerable young people

Experience

- Experience or proven track record with commissioned income specifically in relation to managing the development and performance of the Skills Development Scotland Employability Fund and other public sector contracts
- Experience or proven track record in managing the Quality Assurance requirements of public sector contracts (either directly or through sub contracted relationships)
- Experience of working with the SDS Quality Standards framework and/or leading/contributing to the organisational self assessment process and quality improvement planning
- Finance and revenue management skills and experience
- Presentation and large forum / public speaking experience
- Experience of Operations Management and scheduling programmes of work, plus creation and mapping of processes

Skills & Abilities

- Computer literate with advanced MS Office skills and databases
- Ability to effectively plan and prioritise a complex and varied workload and to work to tight deadlines and working autonomously.

- Can-do approach with the ability to think laterally and strong negotiation skills
- Demonstrate a concern for accuracy ensuring that data used in reports is both reliable and up to date.
- Ability and proven track record in communication and presentation skills and ability to network effectively

Knowledge & Understanding

- Detailed knowledge and understanding of Scottish public sector funding, specifically Skills Development Scotland Employability Fund, European Social Fund, Modern Apprenticeships, National Third Sector Fund and local authority funding
- Detailed knowledge of the Quality standards in relation the aforementioned contracts including Awarding Body, Government Body and SDS Quality Standard requirements
- Good business/commercial acumen and a good financial understanding
- Working knowledge of commissioned income/public sector tendering processes including due diligence processes and bid writing
- Maintain an understanding of Street Leagues work and the needs and circumstances of its participants

Qualifications

- Degree level or equivalent, however exceptions will be made for applicants demonstrating a high level of experience.

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 4% of gross basic salary and employees are required to make a gross contribution of 4% of gross basic salary (this is equal to a net contribution of 3.2% which is deducted from basic salary, with the remaining 0.8% 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