



STREET  
LEAGUE

streetleague.co.uk

# JOB PACK

#movingintowork

## THE NEED

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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](http://www.streetleague.co.uk)

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

## ABOUT STREET LEAGUE

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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



<b>POST TITLE:</b>	<b>Progressions Coordinator</b>
<b>REPORTS TO:</b>	Operations Manager
<b>CONTRACT:</b>	Permanent 37.5 hours per week
<b>LOCATION:</b>	Clyde West
<b>SALARY:</b>	<b>£ 23,862</b>

## Summary of Post

The Progressions Coordinator works in partnership with their delivery partner (Youth & Community Coach, Fitness Coach or Dance Fitness Teacher) in delivering and administering Street League's core programmes in their specific local area.

You will be responsible for securing employment, education and training opportunities for Street League participants and supporting them to progress. You will be responsible for the delivery of Street League's Academy, in which you will deliver group employability and personal development workshops and qualifications. You will maintain partnerships with referral agencies and develop further partnerships with employers or colleges in order to secure suitable opportunities for our participants. Monitoring and reporting are essential to this role.

## Main Duties and Responsibilities:

### *Progression*

- Overall accountability for participant's progression into employment, education or training
- Overall accountability for identifying work experience opportunities and supporting participants within work experience, employment, education or training by providing aftercare.
- To network with external organisations such as colleges, job centres, careers centres, employers, community groups and other relevant organisations to source and secure employment, education and/or training opportunities for Street League participants. Also using social media and local media to raise awareness of Street League's work, with support and training provided by our Communications team.
- Overall accountability for soft skills analysis, overcoming barriers and assisting participants to draw up action plans. Undertaking an appropriate initial assessment with each participant using a variety of tools and methods that assist in identifying the needs of the participant.
- Shared responsibility for inputting and maintaining M&E (monitoring and evaluation) information by capturing daily attendance, personal development information, outcomes and sustainment and to produce reports as required
- Overall accountability for meeting delivery team targets in relation to recruitment, retention and outcomes

### *Delivery*

- Overall accountability for the preparation, administration and delivery of the Street League Academy and progression service
- To work closely with Coaching staff in the delivery of Street Leagues core activity programmes
- Delivery of a complete employability service including job searching strategies, interview techniques, job applications, etc. and delivering group employability and personal development workshops
- Shared responsibility in the recruitment, supervision, organisation and training of sessional coaches, volunteers and apprentices
- To contribute to the development and implementation of Street League's Practice Framework and to update, develop and share sessions or workshops that are relevant to Street League contracts and funding streams

### *Administration/Other*

- Responsibility for completing all necessary paperwork for each participant on academies including organising travel expenses, timesheets, training allowances, etc. in line with SDS contractual requirements
- Shared responsibility for health and safety, ensuring that risk assessments are carried out on all venues in which Street League activity takes place and that health and safety procedures and policies are adhered to



## **JOB DESCRIPTION (contin.)**

### **Main Duties and Responsibilities (continued):**

- Shared responsibility for the appropriate referral or signposting of participants to agencies for specialist help who require additional support needs such as housing, addiction, etc.
- Keeping up to date with labour market information, legislation, professional and academic developments

#### *General*

- Responsibility and diligence around issues or incidents which may make activity non-inclusive for participants and carrying out the necessary procedures in identifying and dealing with any safeguarding or child protection, diversity or health & safety issues
- To promote equal opportunities at all time in line with Street League's Equal Opportunities, Equality and Diversity Policy
- 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 given

# PERSON SPECIFICATION



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

## Personal Characteristics

The Progressions Coordinator is a dynamic individual who enjoys working in an exciting and challenging, but rewarding environment. Street League is a growing organisation and requires staff who can think on their feet, willing to accept change and are committed to continuing their professional development. There will be opportunities to work on tasks and projects that are outside the job description and the successful candidate will be enthusiastic and committed to supporting the overall aims and objectives of Street League.

## Experience

- Experience of working with challenging participants, challenging behaviour, and those with low self esteem, in particular 16-25 year olds not in education, employment or training.
- Experience of delivering qualifications, education or employability sessions
- Experience of delivering group work sessions as well as working on a 1-2-1 basis with participants
- Experience of working in an environment where safeguarding and child protection is of high importance
- Experience of working to targets, implementing monitoring and recording systems
- Experience of delivering programmes that are focussed on soft skills, mentoring and employability

## Knowledge and understanding

- A knowledge and understanding of the third sector and related agencies
- A knowledge of voluntary and career pathways for Street League participants
- A knowledge of suitable training and education programmes for Street League participants

- An understanding of the barriers that face Street League's client group and local authority and government response to these social challenges

## Skills and abilities

- The ability to organise and to be self-motivated
- A willingness to undertake continuous personal development
- The ability to communicate effectively both orally and in writing and to be fully competent in the use of Microsoft Office programs and relevant M&E systems/data capture
- To have a confident and calm approach to problems and an ability to use initiative in finding solutions
- At least a GSCE level literacy or numeracy (or equivalent) and the ability to be innovative in the use of existing skills and abilities to deliver literacy and numeracy to Street League participants

## Qualifications

- Appropriate degree/diploma in Community Development, Social Care, Community Learning Development, Teaching or Training, however exceptions will be made for candidates demonstrating a high level of experience
- An appropriate assessor qualification is desirable
- Applicants should hold a full clean driving licence with own car

## 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.

<b>Lifestyle and Protection</b>	<b>Pension Scheme</b>	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.
	<b>Critical Illness Cover</b>	Critical Illness cover provides you with a tax-free lump sum payment if you or your children suffer a covered critical illness.
	<b>Employee Assistance Programme</b>	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.
	<b>Life Insurance</b>	2 x base salary cover after one year of service with the company. Additional coverage provided for senior staff.
	<b>Annual Holiday</b>	25 days leave per year, plus one additional day awarded for each year of service up to a maximum of 3 days
	<b>Cash Health Plan</b>	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.
	<b>Car Lease Scheme</b>	Access to a car lease scheme with Fleet Evolution through salary sacrifice on completion of probationary period. Includes servicing, tyres, motor insurance and licencing.
	<b>Enhanced Sick absence pay</b>	Company paid sickness absence in accordance with the sickness absence policy and contract of employment after probationary period completed (6 months)
	<b>Season Ticket Loan</b>	Interest free loan to cover the cost of your season ticket, repaid from your salary payments
	<b>Enhanced Jury Service</b>	Full salary paid during Jury service minus deduction for expenses received from the court
<b>Cycle to work</b>	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.	

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