



**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



STREET
LEAGUE

POST TITLE:	Contracts & Quality Coordinator
REPORTS TO:	Head of Contracts & Quality (Scotland)
LOCATION:	Paisley
CONTRACT:	Permanent, Monday-Friday, 37.5 hours per week
SALARY:	£22,713 gross per annum

Summary of Post

We are recruiting an experienced Administrator who has operated in a compliance focused environment to join our HQ team in Paisley. You will be fully competent with Microsoft packages and will have responsibility for the coordination and management of compliance, quality and performance ensuring internal and external contractual requirements are met. As and when required, you will also support the Scottish MD with administration tasks.

Main Duties and Responsibilities:

Contract Performance

- Accurate and timely inputting of data following evidence being received to meet further performance expectations
- Prepare and monitor systems for tracking contract performance and ensure the processes and procedures for these are upheld
- Maintain accurate and up to date records in relation to learner registration and achievements / outcomes
- Update and maintain Academy schedule and disseminate to Operations teams, Head of Contracts & Managing Director when revisions have been undertaken
- Monitor and audit commissioned income compliance requirements in line with individual contract needs and timescales
- Prepare timely and accurate reports for funding bodies.
- Provide accurate and up to date contract performance reports and information to the Head of Contracts/Managing Director on contract compliance and performance with recommendations for improvement
- Maintain high standards of office filing and archiving systems
- processes and policies and implement/monitor these effectively
- Ensure compliance standards fully meet/exceed the minimum expectations of the contract requirements
- Carry out ongoing compliance checks funding bodies paperwork to ensure appropriate evidence is in place prior to registration/start claims in line with funding guidance/rules
- Ensure all appropriate evidence is in place and is completed appropriately prior to undertaking any claims for payment
- Provide timely an accurate reports on performance issues within operating regions with recommendations for improvement and share good practice
- Provide support to operational staff and managers, as requested, to support continuous improvement in relation to quality assurance and compliance through workshops or training sessions.
- Plan and carry out ad hoc, unscheduled/planned compliance audits quarterly during the year to maintain a focus on quality assurance and continuous improvement.
- Contribute to the planning of, and preparation for external quality assurance/compliance visits from funding bodies and attend these at the request of line manager

Quality & Compliance

- To undertake administration for funding claims in timely manner with regards to meeting Payment By Results targets
- Maintain high standards for compliance through the agreement of robust systems,

JOB DESCRIPTION (contin.)



**STREET
LEAGUE**

Main Duties and Responsibilities (continued):

Finance & Income

- Contribute to the development and implementation of systems, processes and procedures that allow accurate and timely reporting of income
- Submit timely and accurate claims to funder via invoicing/online system once all appropriate evidence has been received
- Update income records to reflect actual claims versus targets, as appropriate
- Contribute to the reporting of income performance.
- Raise invoices/monitor invoicing to ensure timely and efficient claims for payment by results contracts
- Update accounting system once claims have been processed/invoices raised to alert the Finance team of claim

- Undertake Health & Safety Risk Assessments for contract compliance
- Work closely with all other departments /personnel within Street League to promote a culture of continuous improvement
- To actively promote and implement Street League's Equal Opportunities policy within all aspects of the post
- A flexibly 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 and/or members of the Management Team

Other

- Provide Personal Assistant support to the Managing Director (Scotland) as required

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.
- A clear commitment to the value of learning and qualifications and how they support unemployed individuals to progress into employment, education and training.
- Commitment to the Street League vision to end youth unemployment in the UK
- Enthusiastic and motivated individual who is capable of supporting success for our staff and our participants

- Skilled administrator with attention to detail.

Experience

- Experience in dealing with other Government funded employability programmes, ideally within a sub-contracting partnership environment
- Experience of monitoring quality and compliance requirements, for multiple funding streams, in line with internal and external requirements.

Knowledge & Understanding

- An understanding of Government funded employability programmes, ideally within a sub-contracting partnership environment. This may include knowledge of Skills Funding Agency, Education Funding Agency and European Social Funding requirements. (Desirable)

Skills & Abilities

- Highly organised and able to deal with multiple demands effectively and manage own time effectively
- Excellent interpersonal skills and the ability to develop relationships, at all levels
- The ability to communicate effectively, both orally and in writing, with excellent presentation skills.
- 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.

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