



STREET
LEAGUE

streetleague.co.uk

JOB PACK

#movingintowork

ABOUT STREET LEAGUE

Street League operates in
36 local communities across
England and Scotland.

Street League's **vision** is to
see an end to youth
unemployment in the UK.

We tackle poverty. Using the
power of sport to help **young
people** who need it most **get
into education, training and
jobs.**

Our incredible team of
passionate employees make a
difference to the lives of
young people in the UK's most
disadvantaged communities.
In the past 12 months we
helped **1,241 young people** into
jobs, education and training.

THE NEED

Young people are almost three
times as likely to be
unemployed as all other age
groups combined. 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.

WHERE DO WE WORK?



AYRSHIRE | BIRMINGHAM | DUNBARTONSHIRE
DUNDEE | EDINBURGH | GLASGOW
LANARKSHIRE | LEEDS | LIVERPOOL
LONDON | MANCHESTER | RENFREWSHIRE &
INVERCLYDE | SHEFFIELD | SURREY

HOW DO WE MAKE A DIFFERENCE?

We use the power of sport as a hook to engage young people on our Academy programmes where we teach them vital life and employability skills, and deliver qualifications in well-being, employability, Maths, English, and sport. This award-winning programme enables them to achieve their full potential and move into work, education or training.

Our highly-skilled staff provide one-to-one support to every young person on our Academies, understanding their individual needs and aspirations.

Most young people we support have no prior work experience so we set up work placements, enabling participants to gain valuable experience and put the skills we teach into practice.

We know that getting a job is just part of the journey. Once young people secure a job we go the extra mile, providing six months of in-work support and advice (to them and their employer), thus ensuring a smooth transition into sustained employment.

We're committed to honest, social impact reporting. You can see how we're doing at www.streetleague.co.uk/impact.



JOB DESCRIPTION



POST TITLE:	Progressions Coordinator
REPORTS TO:	Operations Manager
CONTRACT:	Fixed Term contract 12 months, 37.5 hours per week
LOCATION:	Office based in Dundee with duties being carried out across Arbroath and Forfar
SALARY:	£ 23,862

Summary of Post

The Progressions Coordinator works in partnership with their delivery partner (Youth & Community Coach) 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 establish and 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 as well as building new partnerships and working relationships within in this unestablished area.

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



**STREET
LEAGUE**

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 16-29 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 but not essential.
- Applicants should hold a full clean driving licence with own car (essential).

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