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| Position: | **SSF Families Coordinator**  |
| Hours: | 35 hours  |
| Salary: | Starting salary £21290 (within delivery staff band of £21290 - £24015) |
| Responsible to: | Regional Manager |
| Responsible for:  | Delivery staff and volunteers |
| Based: | Glasgow  |

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| **Core Function:** |
| SSF Coordinators are responsible for the ongoing coordination of service delivery in either a designated geographic location or for a specific programme or project. They will act as a critical conduit between strategy and delivery and be responsible for the recruitment and retention of sessional delivery staff and volunteers. SSF coordinators have responsibility for achieving strategic goals of Developing People, Improving Health and Wellbeing and Strengthening Communities. There will also be requirement to work as a team and work across geographic locations and programmes as specified by line manager. The SSF Families Coordinator will have specific responsibilities for delivery of the Jump2it Families programme, managing referrals and pathways for families and young people into and out of programmes.  |

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| **Duties:** |
| **People**  |
| 1. Recruit and train sessional staff and leaders
2. Access training opportunities for staff and maintain HR records to track this
3. Carry out quarterly development and review meetings with delivery staff
4. Recruit and train volunteers, linking with young leader coordinator
5. Create pathways for staff and young people enabling personal development and progression
6. Ensure SSF values are at heart of all delivery and support the wellbeing and development of participants as well as delivery staff
7. Ensure young leaders is an essential role within the families programme
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| **Partnerships** |
| 1. Create local partnerships and seek opportunities for joined up working
2. Work closely with Cranhill Development Trust
3. Attend local steering group meetings
4. Attend sportscotland and local authority facilitated partnership meetings
5. Work with NGB contacts, to provide a multi-sport offer and pathways for young people
6. Attend local networking events
7. Work closely with referral agencies and partners such as social work, schools, health professionals ensuring relevant sharing of information as well as supported pathways into and out of SSF provision
8. Create content for best practice learning and sharing with partners
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| **Product Development**  |
| 1. Research and write content for programme delivery with input from young people and in collaboration with manager and expert partner agencies
2. Analyse evaluation and evidence to inform future delivery
3. Contribute to ETC course content creation
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| **Service Delivery** |
| 1. Plan and coordinate programmes for young people and families
2. Work closely with referral agencies and families ensuring empathetic and person-centred approach
3. Ensure delivery is linked directly to outcomes and reflects young peoples and community needs
4. Assist the programme manager with quality assurance, risk assessments and the maintenance of equipment, paperwork and venues required for the operation of the programmes
5. Handle enquiries, ensuring principles of good customer care are always observed
6. Maintain accurate records of all programme delivery and outcomes
7. Complete monitoring and evaluation from outset of young person and family involvement
8. Plan and coordinate external visits, trips, activities and celebration events for the programmes
9. Access additional learning opportunities for young people as identified by delivery staff
10. Report regularly on progress of outcomes to manager
11. Funder report writing support
12. Ensure CRM data management system kept up to date with participant, stakeholder, partner and funder information
13. Support with SSF wide delivery, such as linking with big sports events and competitions
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| **Infrastructure**  |
| 1. Consult with local community, young people and community partners and design programme delivery reflecting this.
2. Implement and adhere to all health and safely, child protection and GDPR requirements.
3. Maintain good working relationships with all local partners ensuring high quality service and delivery
4. Create digital content to be shared via platforms such as Actify to share learning and support our own workforce development
5. Attend weekly team meetings to update and progress and allow for collaborative working
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| **Marketing**  |
| 1. Have an @ssf twitter account and create social media content regularly
2. Lead on day to day communications ensuring high social media presence across all SSF platforms (Facebook, twitter, Instagram, linked in)
3. Plan and prepare press releases, blogs and case studies
4. Invite press to session launches, programme celebration events and support with content for press releases
5. Always ensure SSF branding visible to increase brand and programme recognition locally
6. Responsible for ensuring funders named in all promotions
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| **Business Development**  |
| 1. Promote ETC training to schools, youth groups, and local partners
2. Speak to school, local authority partners and promote wider services SSF offer as part of enterprise offer
3. Offer full cost recovery families programme to schools, linking with transitions element of delivery
4. Identify local sponsor opportunities for programmes
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| **Funding**  |
| 1. Identify local funding sources/ in-kind funding and work with manager to secure
2. Support with small grant and trust fund applications for specific programmes
3. Support with content for large fund applications
4. Support planning and organisation of SSF Annual awards night
5. Support and champion all SSFs fundraising campaigns and ensure that programme teams have events built into annual plans
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**Person Specification**

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| **Knowledge** | **Essential/Desirable** |
| Community development, youth work or sports degree or relevant experience  | E |
| Knowledge and understanding of behaviour change concepts | D |
| Knowledge and understanding of nutrition and healthy eating | E |
| Experience of creating meaningful and purposeful partnerships | E |
| Experience and learning in mental health, wellbeing and autism  | D |
| Experience, understanding and training in ACEs and trauma | D |
| Experience of working with referrers such as schools, social work, CAMHS | D |
| Relevant experience in managing and supporting volunteers and/or sessional staff  | E |
| Experience in working with families  | E |
| Experience in the design and delivery sport and physical activity sessions  | E |
| Experience in working with disengaged groups experiencing challenge  | E |
| A passion for working with young people using sport and youth work to support their development | E |
| Experience of delivering accreditations to young people | D |
| Experience working with strategic bodies | D |
| Excellent interpersonal and communication skills | E |
| Able to maintain accurate records in support of monitoring and evaluation | E |
| Excellent IT skills and proficient with Microsoft Office applications | E |
| Ability to work autonomously and prioritise workload  | D |
| Funding application experience  | D |
| Up to date with Child Protection and wellbeing training  | D |
| PVG scheme member or willing to become one  | E |
| Hold a current driver’s licences and access to own car for work  | E |