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| Position: | SSF Regional Manager Central  |
| Hours: | 35 hours  |
| Salary: | Starting salary £26562 (within delivery staff band of £26562 - £32215) |
| Responsible to: | Head of People and Programmes  |
| Responsible for:  | Coordinators  |
| Based: | Stirling (initially covering Stirling, Midlothian and Perth and Kinross)  |

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| **Core Function:** |
| Regional Managers are responsible for overseeing a team of coordinators and delivery staff including volunteers, to deliver multiple SSF programmes designed to change lives of young people and achieve SSF’s strategic goals of, Developing People, Improving Health and Wellbeing and Strengthening Communities. Managers have responsibility for developing local relationships, ensuring teams have representation on local groups, work with referral agencies and with local authorities to embed SSF programmes into local authority plans and ensure pathways into and out of SSF provision for young people. Managers will have responsibility for regional budgets which will be complex and have multi-funders. They will also have targets for generating enterprise and commissioned pieces of work. Managers will have to provide regular monitoring and evaluation of projects for funder reports, to the Head of People and Programmes and will in turn disseminate learning to their teams. Key relationships will be with **sport**scotland staff, governing bodies, local authority staff, schools, health and community partners as well as SSF Senior Leadership Team (SLT) and managers.  |

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| **Duties:** |
| **People**  |
| 1. Be responsible for motivating and managing a team of Co-ordinators and delivery staff to ensure SSF delivery is focused and outcome driven
2. Play a key role in developing people within our organisation and succession planning for delivery team roles
3. Ensure that young people are involved in shaping local delivery and are consulted regularly to gather feedback
4. Conduct monthly support and supervision with colleagues, hold regular (weekly or bi-weekly) team meetings, quarterly and annual appraisals
5. Line manage staff to build and strengthen team performance by developing and motivating staff to achieve targets; ensuring all team members have relevant support through agreed objectives, performance review, appropriate delegation and personal development plans
6. Monitor staff performance and practice and take steps to implement the organisation’s disciplinary procedures when and where required
7. Complete training needs analysis with team and with SLT agree training either for individuals or as part of staff development week
8. Provide space and time for learning and training for all delivery staff
9. Identify and develop appropriate pathways for young participants
10. Be responsible for ensuring the whole team adheres to SSF relevant policies, processes, and procedures taking accountability for team retention engagement and motivation
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| **Partnerships** |
| 1. Work closely with local authority partners, governing body and **sport**scotland staff
2. Attend and support coordinators to contribute local case work meetings for young people including social work and schools
3. Attend **sport**scotland and local authority facilitated partnership meetings
4. Support and facilitate regional and local partnership working, create open channels of communication between community members, young people, SSF and project partners (including corporate funders)
5. Attend local partnership meetings and strategic groups
6. Create partnership agreements setting out roles and responsibilities of each partner for designated piece of work/partnership working
7. Always work closely with SSF colleagues, being a positive example of effective team working emulating SSF values
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| **Product Development**  |
| 1. Take a strategic approach to understanding the needs of young people; through consultation as well as desk-based research
2. Embed learning into practice, responding to local need and upskilling delivery staff as required
3. Communicate regularly with team of regional managers and SLT to work together to develop programmes and services
4. Take time to analyse data from monitoring and evaluation, gathering intelligence on where programmes are most effective and what needs improved and share this learning with delivery teams
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| **Service Delivery** |
| 1. Be responsible for ensuring SSF services and programmes are delivered where they will have the most impact
2. Be responsible for creation and implementation of operational plans for each regional area – with support from SLT
3. Carry out quarterly reviews to ensure progress towards organisational strategy
4. Work with coordinators and local partners to plan and deliver and evaluate SSF programmes
5. Ensure that performance targets, quality standards and budgets in relationship to people and programmes are met
6. Implement a robust approach to evidencing outcomes and gathering learning from programme delivery and impacts ensuring delivery teams have all the tools required for data collection
7. Regularly monitor and disseminate evaluative feedback from participants, community partners, local agencies, delivery staff and other SSF stakeholders
8. Assess feedback to ensure that overall project aims, and objectives are being met
9. Complete and submit timely reports for all funders as agreed with SLT including quarterly and annual reports
10. Support delivery staff with incidences of child protection and health and safety concern, following policy and procedure and looking after wellbeing of teams
11. Be responsible for ensuring data management system kept up to date with participant, stakeholder, partner and funder information
12. Manage and identify risks within each programme and take appropriate action to control risks, escalating major risk to Head of People and Programmes
13. Support with planning and delivery of SSF wide delivery, such as linking with big sports events and competitions
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| **Infrastructure**  |
| 1. Maintain good working relationships with local authority partners and feed into local action plans sharing impact of SSF work
2. Be responsible for maintaining high quality service and delivery locally
3. Responsible for maintaining regular communication with team members whether based remotely or in the central office
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| **Marketing**  |
| 1. Responsible for implementing regional specific marketing from marketing strategy action plan
2. Represent SSF at events and at conferences as required which may include evenings and weekends
3. Regular social media content created and shared across all SSF platforms (Facebook, twitter, Instagram, linked in)
4. Have an @ssf twitter account
5. Be responsible for gathering case study content and sharing internally and externally
6. Invite press to session launches, programme celebration events and create content for press releases coordinated by SLT
7. Always ensure SSF branding visible to increase brand and programme recognition locally
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| **Business Development**  |
| * Promote SSF services to gain commissioned pieces of work – to schools, housing associations, clubs, groups and local authority partners
* Promote SSF services to local authorities with PEF frameworks
* Promote ETC tutor training to delivery partners
* Identify local sponsors for programmes
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| **Funding**  |
| 1. Support with the completion of fund applications for programmes
2. Ensure all commissioned ‘enterprise’ pieces of work have been costed by SLT
3. Manage budgets, maximising resources whilst monitoring expenditure and costs always. Be fully aware of regional budgets, costs, constraints and promote efficient and cost-effective solutions, ensuring that all aspects of the various projects remain within agreed budgets and identify any variances that might arise to the Head of People and Programmes.
4. Review management accounts monthly and adjust projected spend forecast with Finance Manager
5. Support planning and organisation of SSF Annual awards night
6. 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/Experience/Skills** | **Essential/Desirable** |
| Be educated to degree level or relevant experience | E |
| Leadership qualification or demonstratable learning | E |
| Experience of managing a highly motivated team | E |
| Knowledge / experience of social enterprise | D |
| Experience of managing a programme or project | E |
| Experience of managing relationships with referrers such as schools, social work, CAMHS | D |
| Experience of working with young people and understand the needs of those from disadvantaged groups | E |
| Experience and learning in mental health and wellbeing, trauma and ACE’s | E |
| Knowledge and understanding of the criminal justice system | D |
| Knowledge and understanding of the care system | D |
| Experience, knowledge and understanding of working with disengaged groups of young people experiencing challenge  | E |
| Demonstrate partnership working experience and ability to build strong relationships at all levels  | E |
| Passion and track record delivering and managing sport and youth work to changing lives  | E |
| Excellent organisational skills | E |
| Ability to manage a busy and diverse workload | E |
| Experience of managing budgets, tracking spends, forecasting and setting budgets | E |
| Experience of writing funding applications and managing relationships with funders | D |
| Excellent communication and interpersonal skills | E |
| IT literate and proficient with Microsoft Office applications | E |
| The ability to collect, collate, analyse and evaluate data, and produce meaningful and clear reports  | E |
| Experience of managing project administration and delivery | E |
| Experience of programme development and strategic planning | E |
| Ability to work remotely, autonomously and prioritise workload  | E |
| Up to date with Child Protection and wellbeing training  | D |
| PVG scheme member or willing to become one  | E |
| Hold a current driver’s licence and access to own car for work | E |