



**STREET
LEAGUE**

JOB PACK

#MOVINGINTOWORK

streetleague.co.uk

Street League is an equal opportunities employer.

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:	Admin Assistant (Modern Apprentices)
REPORTS TO:	Senior Contracts and Quality Manager
LOCATION:	Paisley HQ
CONTRACT:	Permanent (25 hours per week)
SALARY:	£ 10.75 per hour

Summary of Post

The Administrative Assistant is responsible for providing general administrative support to Street League's Contracts and Quality Team. This is a Modern Apprenticeship role and the incumbent will undertake themed Business Administration learning under the apprenticeship framework assessed internally by Street League.

Main Duties and Responsibilities:

- Support Contracts and Quality Team with paperwork audit and compliance
- Recording and producing team meeting minutes
- General administration such as photocopying, filing, diary management, answering the telephone, hosting visitors, etc.
- Creation and completion of stationary and office equipment orders
- Accurate recording of information and data entry into M&E systems
- Running reports on Our Future Now data recording
- Data input on Our Future Now platform.
- General management and up keep of any reception area, common rooms, board rooms and/or kitchens located within Street League's regional offices. May be required to be a responsible key holder
- Management and distribution of incoming and outgoing mail, including receiving, checking and signing for deliveries
- Scanning for National Third Sector Paperwork
- Deal with and/or signpost internal queries and requests on a day to day basis via the mailbox and in person
- Other general maintenance/administration duties as and when required
- To actively promote and implement Street League's Equal Opportunities policy within all aspects of the post
- 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
- To undertake other duties as required by line manager and/or members of the Contracts and Quality Team

PERSON SPECIFICATION



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

Personal Characteristics

- A self-starter who is self-motivated, resilient and highly organised
- Trustworthy with a high level of integrity and responsibility
- An individual with a professional, yet friend approach who keeps a smart personal appearance.
- Enthusiastic and motivated individual who is capable of carrying out multiple tasks and reporting to multiple people.
- A commitment to learning and the aspiration to progress through the Apprenticeship Framework

Experience

- Experience of organising workload and managing priorities.
- Sound experience in the use of Microsoft Office packages
- Flexibility to work in accordance with demands of the duties involved.

Skills & Abilities

- Efficient use of Microsoft Office packages to include, word processing, spreadsheets, publications and power point presentations
- Efficient use of email/calendars (outlook) for sending/retrieving messages and booking appointments online
- Strong organisational and communications skills, both oral and written
- Excellent time management
- Excellent customer service skills
- An ability to work using own initiative
- An ability to work effectively with people across a wide range of levels and responsibilities
- Attention to detail
- A team player
- Literacy and Numeracy skills, with legible handwriting
- Tact and diplomacy and an understanding of Data Protection & confidentiality

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, 9 or 12 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