



## Job Description

<b>Post</b>	Project Coordinator – Team Leaders project
<b>Type of role</b>	35 hours per week, full time plus evening and some weekends
<b>Management</b>	Responsible to our Director
<b>Salary</b>	up to £22,500 (depending on experience) – funded for 3 years by Young Start
<b>Benefits</b>	35 days holiday (includes public holidays), and staff pension
<b>Location</b>	Edinburgh – office based with travel across regions

**Team United** aims to support young people with disabilities overcome social barriers they often face when taking part in sport, particularly team sports. We focus on supporting young people aged 6 to 16 years with **Autism** but not exclusively. We run weekly sessions, social activities and outings and sports related projects to engage young people.

The organisation has been awarded Game Leader status by the Scottish FA and will manage the World's first Autism League and Scottish Autism Cup in 2021/22.

### About this role:

This role aims to improve the potential of young people (12 to 16 years) with Autism through the development of peer-led programmes, projects and learning experiences. Amplifying the voice of young autistic people using football as a motivator and coordinating the projects they are involved in.

You will be creative, proactive and highly motivated to assist the Regional Football Coordinator team and Football Development Manager in the development and delivery of key projects and activities plus day to day project operations.

Attention to detail is essential as is the ability to plan and manage a busy and varied workload. An interest in football is essential as well as a passion for working with and supporting young people to reach their potential. This post will not coach football sessions but project activities will focus on football.

This is a great opportunity for someone who wants to use their creative flair, work closely with young people to give them a voice and be involved in project design and delivery.

The Team Leaders project will focus activities in the following areas :

- Establishing a Youth forum
- Introducing a Peer-led membership scheme
- Introducing a Coach Enabler scheme
- Designing a buddy scheme
- Bringing to life our Generational Game and Boot Box partnership projects
- Create and manage player social calendar and outings

- Event management and promotion of Autism League and Autism Scottish Cup



## **Main Duties and Responsibilities**

1. Project coordination, development and delivery of key projects, activities and outings
2. Supporting young people across regions, engaging with them 1:1 and on a group basis to further their skills, learning and project delivery
3. Developing a peer-led membership, coach enabler and buddy scheme and work with the wider team to ensure delivery at a local level
4. Project coordination of the Generational Game project and new Boot Box
5. Generate ideas for new projects and activities and work with colleagues, partners and young people in the development of these.
6. Carry out event management duties for key project activities such as the Autism League and Autism Scottish Cup, producing proposals for the Development Manager
7. Take lead role in developing a social calendar of activities and outings that will form a social calendar for all young people associated with Team United and support Regional Coordinators in the successful running of such outings.
8. Be involved in the development of social groups with Regional Coordinators to promote social interaction amongst young people and wider teams
9. Partnership work with Scottish FA, Football Memories and Grassroot football clubs to aid the roll out of projects
10. Support young people in being representative on other sporting forums so they may represent the voice of young people with autism in sport– The Scottish FA forum and others to be identified
11. Deliver presentations, workshops and training where required to promote projects
12. Dealing with queries; offering informal support, and sign posting on to Regional Coordinators.
13. Celebrate the success of project activities and seek relevant opportunities for awards to achieve recognition of our young people.
14. Build strong, positive relationships with local stakeholders, partners and individuals.
15. Undertake administration duties connected with the role, recording information, maintaining information securely. Use databases and attend to own administration

## Competencies:

- **Professionalism** – being reliable, following procedures, presenting yourself appropriately, believing in the shared values
- **Empowering People** – being able to support others in a practical way whilst respecting their needs, choices and dignity. Providing motivation, encouragement and constructive feedback to young people
- **Building and Maintaining relationships** – demonstrating the ability to develop trusting relationships with others through active listening, effective communication & respect for other people.
- **Leadership** – motivating, encouraging, coaching, supporting and managing the performance of young people, and volunteers of whom you are responsible.
- **Self – organisation** – experience of working independently and completing tasks to agreed timescales, being self-motivated and able to use initiative appropriately and make decisions when required.
- **Analysis & Decision Making** – assessing situations and making sensible informed decisions using all the information available.
- **Planning & Organising** – be able to plan, communicate and co-ordinate complex activities in advance, to display excellent time management and prioritisation skills, and ability to alter plans when circumstances change.
- **Working in Partnership** – work effectively as a team, negotiate and share information with internal & external stakeholders (e.g. parents, carers, board members, social workers, & funding providers) as required.

## Essential requirements

- 2 years experience of supporting young people with additional support needs within a project related role
- Previous experience as a Project Administrator or Project Coordinator ideally in the charity or sporting sector
- Previous experience of working in partnership, representing the organisation at events, project launches and related media work through giving presentations
- Creative flair and team spirit
- Demonstratable experience of working with a range of partners to design and deliver project work
- Experience of organising a range of outings and activities for young people
- An interest in sport, particularly football due to project activities
- Good working knowledge of managing operational systems, policies and procedures including a good knowledge of child protection and data protection
- Previous staff or volunteer management experience.
- Able to travel extensively with some evening and weekend work

## Desirable

- Experience of managing project budgets
- Report writing skills
- Sound knowledge of Autism
- Media and event management
- Own transport

## **Personal Development**

The candidate will be expected to undertake appropriate training, necessary to facilitate this role. This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that the post will evolve over time. There will be an opportunity for the post holder to shape and develop their role, and utilise existing talents, interests and experience.