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| Position: | **SSF Regional Youth Development Coordinator** |
| Hours: | Full time (35 hours per week) |
| Contract | 1-year Fixed Term with possibility of extension |
| Salary: | £22582 - £27082 |
| Responsible to: | Regional Manager (East Central) |
| Responsible for: | Delivery staff and volunteers |
| Based: | Fife |

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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, across programmes and work across geographic locations and programmes as specified by line manager. |

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| **Duties:** |
| **People** |
| 1. Recruit and train sessional staff to deliver referral, diversionary, wellbeing and issue-based youth work programmes 2. Access training opportunities for staff and maintain HR records to track this 3. Carry out quarterly support, supervision and development meetings with delivery staff 4. Recruit and train volunteers, linking with young leader coordinator 5. Create pathways for staff and young people for personal development and progression 6. Track progression of young people 7. Support transition into positive destinations 8. Ensure SSF values are at heart of all delivery and support the wellbeing and development of participants as well as delivery staff 9. Attend training to be upskilled on the issues affecting young people 10. Attend supervision meetings to ensure wellbeing |
| **Partnerships** |
| 1. Create local partnerships and seek opportunities for joined up working 2. Attend local steering group meetings 3. Attend **sport**scotland and local authority facilitated partnership meetings 4. Attend local networking events 5. Work closely with referral agencies and partners ensuring relevant sharing of information and supported pathways into and out of SSF provision 6. Create partnerships with agencies offering specialist input such as police, drugs, alcohol, sexual health 7. Create content for best practice learning and sharing with partners 8. Work in close partnership with SSF national programme specific coordinators 9. Work with SGB contacts, to provide a multi-sport offer and pathways for young people 10. Work with CashBack funded partners to share best practice, signpost and cross refer young people 11. Provide regular updates to managers on new partnerships |
| **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 |
| **Service Delivery** |
| 1. Plan and coordinate delivery of diversionary and issue-based youth work programmes for young people across a local authority 2. Plan, coordinate and deliver referral-based programme Chance:2:Be 3. Support with the recruitment and development of young leaders 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. Ensure delivery is linked directly to outcomes and reflects young peoples and community needs 6. Handle enquiries and referrals ensuring principles of good customer care are always observed 7. Support programme leaders, coaches, youth workers and volunteers with delivery and quality assurance as required 8. Maintain accurate records of all programme delivery and outcomes 9. Complete monitoring and evaluation from outset of young person involvement 10. Plan and coordinate external visits, trips, activities for the programmes 11. Access additional learning opportunities for young people as identified by delivery staff 12. Report regularly on progress of outcomes to manager 13. Funder report writing support 14. Ensure CRM system is kept up to date with participant, stakeholder, partner and funder information 15. Support with SSF wide delivery, such as linking with big sports events and competitions |
| **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 |
| **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. Include funder logos in promotion and seek approval and input into communications |
| **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. Identify local sponsor opportunities for programmes |
| **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 |

**Person Specification**

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| **Knowledge** | **Essential/Desirable** |
| Relevant community development, youth work or sport qualification | E |
| Experience of creating partnerships with local partners | E |
| Experience of taking a youth work approach to delivery | E |
| Experience in delivering issue-based youth work | E |
| Experience in planning and delivering sport and physical activity sessions | E |
| Experience in working with disengaged groups of young people and understanding of issues affecting them | E |
| A passion for working with young people using sport and youth work to support their development | E |
| Able to maintain accurate records in support of monitoring and evaluation | E |
| Ability to work using own initiative and as part of a team and prioritise workload | E |
| Excellent IT skills and proficient with Microsoft Office applications | E |
| Excellent interpersonal and communication skills | E |
| Experience of delivering diversionary activity | D |
| Knowledge and understanding of local area | D |
| Experience of working with referrers such as schools, social work, CAMHS | D |
| Relevant experience in recruiting and managing sessional staff | D |
| Knowledge and understanding of the criminal justice system and/or care system | D |
| Experience of delivering training and accreditations to young people | D |
| Up to date with Child Protection training | D |
| Training and understanding on ACEs and trauma | D |
| Up to date mental health and wellbeing training | D |
| ETC tutor trained | D |
| Sport Educator PDA or equivalent | D |
| PVG scheme member or willing to become one | E |
| Hold a current driver’s licences, business insurance and access to own car for work | E |