# Job advert

POST TITLE - Youth & Community Coach

SALARY - £19,000 - £22,000

LOCATION - Dundee

We are currently looking to recruit for a Youth & Community Coach in our Dundee area. The Youth & Community Coach works in partnership with the Progressions Coordinator in delivering and administering Street League’s core programmes in their specific local area.  
  
You will be responsible for the delivery of sports sessions as well as delivery of sports-related qualifications on the Street League Academy. The post involves outreach work and you will be responsible for recruiting participants and sustaining them on Street League’s programmes to ensure delivery targets are met. Monitoring and reporting are central to the role.  
  
Salary: £19,000 - £22,000 plus benefits.  
  
Work pattern: Monday - Friday, 9am-5pm (36.25 hours per week)  
  
Contract: Fixed Term until 31 March 2023 (opportunity for extension beyond this depending on future funding).  
  
To apply for this role, please submit your application via our online application site by clicking the link below where you will also find the Job Description & Person Specification  
  
The closing date for applications is Monday 6 June 2022.

# Job Description

POST TITLE - Youth & Community Coach

RESPONSIBLE TO - Operations Manager

GRADE - Band 2

## Role Summary

The Youth & Community Coach works in partnership with the Progressions Coordinator in delivering and administering Street League’s core programmes in their specific local area.

You will be responsible for the delivery of sports sessions as well as delivery of sports-related qualifications on the Street League Academy. The post involves outreach work and you will be responsible for recruiting participants and sustaining them on Street League’s programmes to ensure delivery targets are met. Monitoring and reporting are central to the role.

## **Major Duties and Responsibilities:**

### Corporate Responsibilities:

To undertake individual role in line with the business plan and in compliance with Street League’s policies and procedures.

Full participation in team and wider staff meetings, support and supervision and personal/professional development.

To actively promote and implement Street League’s Equal Opportunities policy within all aspects of the post.

To undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

### **Role Specific Responsibilities**

Responsibility to recruit and sustain participants in coordination with Street League’s Progressions staff to ensure all delivery targets are met.

Shared responsibility for identifying work experience opportunities and supporting participants within work experience, employment, education or training.

Shared responsibility for inputting and maintaining M&E (monitoring and evaluation) information by capturing daily attendance, personal development information, outcomes and sustainment and to produce reports as required.

Relationship building and local networking with referral agencies and community partner projects. Also using social media and local media to raise awareness of Street League’s work, with support and training provided by our Communications team.

Responsible for the delivery of football, fitness and multi-sports coaching.

Responsibility for the delivery and achievement of sports-related qualifications for participants on the Street League Academy.

Shared responsibility with Progressions staff in the preparation, administration and delivery of the Street League Academy and progression service.

Shared responsibility in the recruitment, supervision, organisation and training of sessional coaches, volunteers and apprentices.

Shared responsibility with Progressions staff for soft skills analysis, overcoming barriers and assisting participants to draw up action plans.

To contribute to the development and implementation of Street League’s Practice Framework and to update, develop and share sessions or workshops that are relevant to Street League contracts and funding streams.

Responsibility for completing all necessary internal and external paperwork requirements.

Responsible for kit and equipment use, maintenance and safe storage allocated to the delivery team.

To provide First Aid cover for Street Football and Academies and ensure sessions are safe and enjoyable for all.

Responsibility for health and safety, ensuring that risk assessments are carried out on all venues in which Street League activity takes place and that health and safety procedures and policies are adhered to.

Shared responsibility for the appropriate referral or signposting of participants to agencies for specialist help who require additional support needs such as housing, addiction, etc.

Responsibility and diligence around issues or incidents which may make activity non-inclusive for participants and carrying out the necessary procedures in identifying and dealing with any safeguarding or child protection, diversity or health & safety issues.

To promote equal opportunities at all time in line with Street League’s Equal Opportunities, Equality and Diversity Policy.

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.

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# **Person Specification**

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| --- | --- | --- | --- | --- |
| Knowledge and Understanding | Skills and Abilities | Experience | Behaviours | Values |
| A knowledge and understanding of the third sector and related agencies.  A knowledge of voluntary and career pathways for Street League participants.  A knowledge of suitable training and education programmes for Street League participants.  An understanding of the barriers that face Street League’s client group and local authority and government response to these social challenges.  At least a GSCE level literacy or numeracy (or equivalent) and the ability to be innovative in the use of existing skills and abilities to deliver literacy and numeracy to Street League participants. | The ability to organise and to be self-motivated.  The ability to deliver programmes that are focused on soft skills, mentoring & employability.  A willingness to undertake continuous personal development.  The ability to work towards targets, implementing monitoring & recording systems.  The ability to communicate effectively both orally and in writing and to be fully competent in the use of Microsoft Office programs and relevant M&E systems/data capture.  To have a confident and calm approach to problems and an ability to use initiative in finding solutions.  The ability to work in an environment where safeguarding and child protection is of high importance.  The ability to create, plan and deliver client specific and structured sports or training sessions. | Experience of working with challenging participants, challenging behaviour, and those with low self esteem, in particular 16–30-year-olds not in education, employment or training. | The Youth & Community Coach is a dynamic individual who enjoys working in an exciting and challenging but rewarding environment.  Street League is a growing organisation and requires staff who can think on their feet, willing to accept change and are committed to continuing their professional development.  There will be opportunities to work on tasks and projects that are outside the job description and the successful candidate will be enthusiastic and committed to supporting the overall aims and objectives of Street League. | We are:  **Committed -** We work hard. We are brave, loyal, and resilient.  **Fun -** Supports our wellbeing and helps  us motivate people.  **Inclusive -** We work as a team with compassion and to promote diversity.  **Passionate -** About sport and empowering young people.  **Trustworthy -** We are responsible, honest, and self-aware. |