



CANDIDATE
INFORMATION
PACK

SSF PEOPLE & LEARNING MANAGER

Our vision

A world where young people fulfil their potential.



Our mission

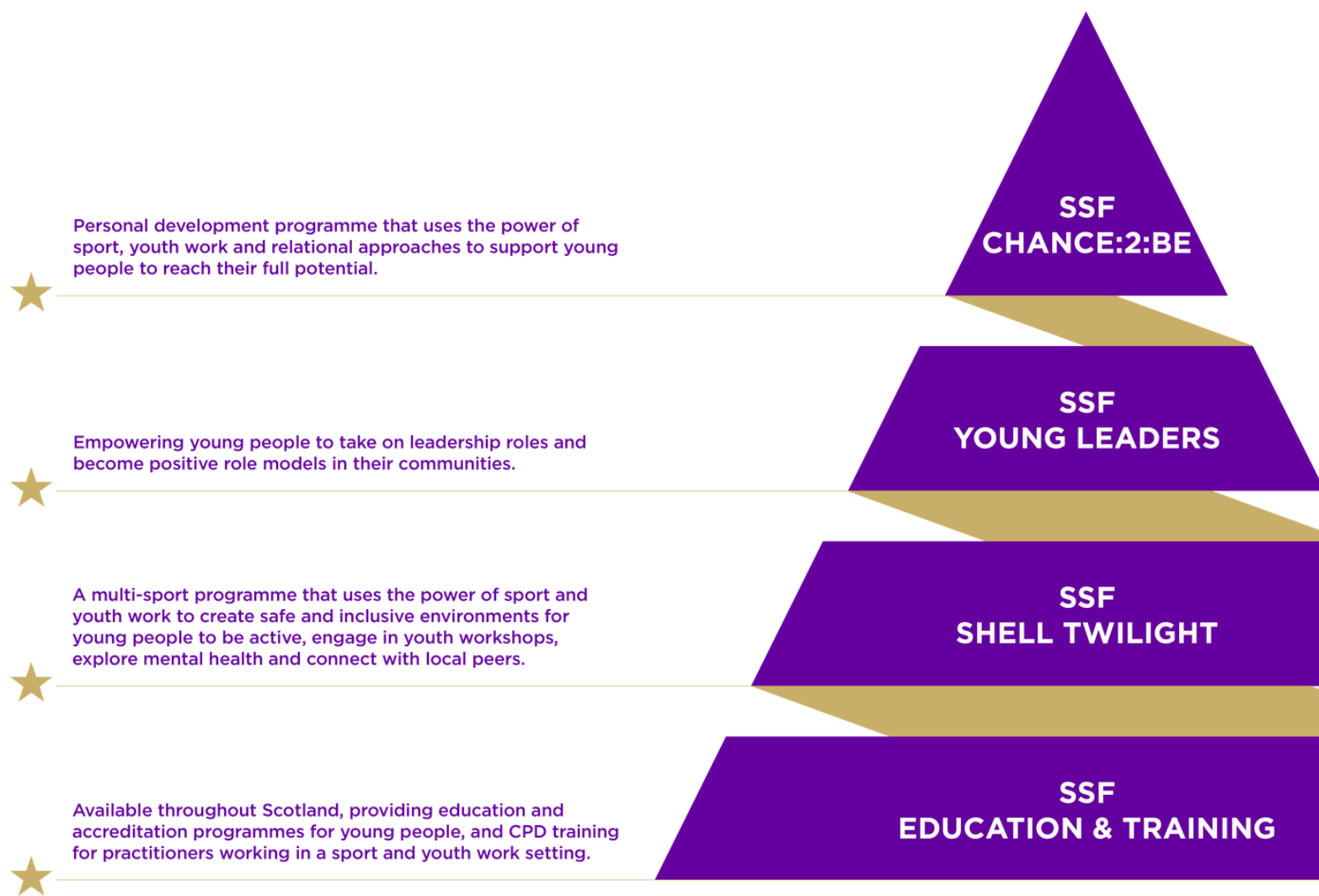
We use sport as a catalyst to enable young people to be healthier, more confident and more resilient, so they are better prepared to combat the effects of poverty, trauma and adversity.



Sport as a catalyst for hope, where it is needed most.

Our programmes

We are working intensively to offer the full SSF "triangle" of provision across four local authorities: Glasgow, Fife, Stirling, and North Ayrshire. In addition, through our SSF Education & Training programme, we provide opportunities for young people across Scotland to take part in training and accreditation, as well as upskilling practitioners working with young people.



Structure of SSF



Values and Benefits

We are proud to have a culture which is inclusive and collaborative, where our people are valued and supported to lead and develop ground breaking initiatives with young people and communities at the heart. The successful candidate will embody SSF's organisational values:

Empathy

We are compassionate, understanding, always listening.

Leadership

We are decisive, ground-breaking, experts in what we do.

Inclusivity

We are diverse, equitable, Inclusive by design

Passion

We approach our work with dedication, love and care

Benefits of working with SSF:

- Living wage employer
- Staff uniform
- 29 days including public holiday-pro rata and a Birthday/Personal day
- Employee "Wellbeing Days" intended to encourage staff to take time for themselves and to look after their own health and wellbeing
- Access to employee benefit system which includes cycle to work scheme, discounts and employee assistant programme
- Flexi-working time and TOIL policies
- CPD and training support
- Auto-enrollment pension scheme
- Company Enhanced Leave including Sickness, Maternity/Paternity leave, Carers leave, Miscarriage, Parental Bereavement and Compassionate Leave

The Role

Position: **SSF People and Learning Manager**

Hours: **Part time (21 hours per week)**
Open to requests for flexible and hybrid working arrangements

Contract: **Permanent**

Salary: **£35,020 pro rata**

Responsible to: **Head of Finance**

Based: **Suite 3/4 Brook Street Studios, 3rd Floor, 60
Brook Street, Glasgow, G40 2AB**



Key Responsibilities

Main duties:

The People and Learning manager will direct our work to support people and learning across the organisation. Supporting SSF to attract develop and retain a skilled and diverse workforce and board.

The People and Learning Manager post will:

- Identify training needs and co-ordinating internal learning and development to our staff team
- Offering guidance on employee recruitment and retention, employee performance, and employee relations.
- Ensuring organisational processes, policies, and procedures are effectively maintained, reviewed, and implemented

Job Description

Important

Before you skim the job description, please remember you don't have to tick all the boxes for the role to apply. If this role excites you and you believe you could and want, to make a difference then apply or reach out to us to discuss more!

DUTIES

Human Resources

- Leading staff learning and development based on job competencies and strategic organisational needs.
- Support and advise with onboarding and offboarding of employees.
- Provide advice to management on employee relations and organisational policies.
- Create, improve, and implement employee policies that align with legal requirements and company culture.
- Offer proactive recruiting assistance that supports hiring managers.
- Lead and maintain HR processes and record keeping.

Finance

- Identify opportunities for operational running cost savings.
- Support and champion SSFs fundraising campaigns.

Brand/Marketing/Comms

- Ensure all external communications follow SSF Brand Guidelines

Impact

- Support systems and processes for organisational monitoring, evaluation, and reporting, including data collection, collation, and analysis.
- Support use of systems and processes across the organisation, including SharePoint and Performance Management system
- Advise on company benefits packages and help employees understand their benefits.

Partnerships

- Lead on relationships with staff training and HR advice providers including employment lawyer and LifeLink wellbeing and counselling support.
- Maintaining ongoing relationships with partners for future job recruitment that build strong connections and diversity across our workforce.
- Embed recruitment policies and frameworks such as SSF being a disability confident employer, fair work first and LGBT charter.

Sustainable Business Practise

- Ensure that you undertake relevant upskilling in relation to environmental sustainability and climate change, and participate in relevant initiatives that support our sustainable business practice

Governance

- Attend and contribute at manager meetings and working groups to integrate and deliver work priorities across the organisation.
- Adhere to all health and safety, child protection, and GDPR requirements

Person Specification

Personal Qualities

- Passionate about transforming young lives through sport and physical activity.
- Highly self-motivated and committed to personal development.
- Strong leadership skills, with the ability to motivate others.
- Ability to problem solve.

Essential Skills, Knowledge & Experience

- Excellent interpersonal communication, engagement, and ability to motivate and influence staff.
- Ability to delegate effectively and appropriately.
- Understanding and commitment to equality, diversity and inclusion
- Ability to set targets, monitor implementation and adjust plans accordingly
- Ability to present complex information clearly and understandably both verbally and in writing.
- Strong organisational skills

Qualifications/Training

- Qualified to CIPD level 5 or equivalent qualification/relevant experience.
- Proven experience of management and leadership
- Experience of leading and implementing business objectives/plan
- Experience of business growth and development
- Experience of maintaining strong relationship and partnerships

Guidance

The information you supply in your application form will enable the interview panel to decide whether to invite you to an interview. Before you fill in the application form, please read the guidance notes below.

Your application

Read all the information about the job which is provided in the information pack. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have other experience outwith paid jobs, tell us about the skills and knowledge you have gained from that too.

Sections 1-7

Please complete these sections fully. These sections will be detached from your application, and forms anonymised for short-listing purposes.

Referees

Please give details of two referees. One referee must be your current or most recent employer. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor, or a person within the Human Resources department within the organisation/company. We will not accept personal references.

Referees will not be approached prior to interview.

How to Apply

To apply for this post, please complete the application form provided alongside this job pack. Please note that CVs will not be accepted.

At SSF, we are committed to conscious inclusion that contributes to creating a sense of belonging and shared purpose. If there is anything we can do to make your application or interview process more accessible please get in touch with erica.delgado@ssf.org.uk. The examples could include, but are not limited to: video application, BSL interpreter, interview coach, remote interview, sending questions prior to the interview, possibility to perform a tasks, walking interview, etc'.

The closing date for applications is **Monday 22nd July, 9.00am**

Completed applications should be sent to: recruitment@ssf.org.uk

We will then shortlist all applications within a week of the closing date, so please double check your contact details on your application as we will be in touch regardless of the outcome.

From there, if your application is shortlisted, we will invite you to attend a interview on **Monday 5th of August**

For an informal discussion about the role, or for any additional information, please contact:

Gavin Black
gavin@ssf.org.uk
07522 574290

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 www.ssf.org.uk

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60 Brook Street
Glasgow, G40 2AB

Tel: 0141 218 4640



SSF ★

Transforming young lives
through sport