



SSF ★

Transforming young lives
through sport

CANDIDATE
INFORMATION
PACK

Head of Programmes

2024 / 2025

CHARITY NO. SC034085

Who we are

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.

What we do

We enable young people, living in challenging environments, to become champions for good in society.

We are

Connecting, listening, and acting.

Educating and enabling others to expand our impact.

Creating spaces for young people to feel safe and welcome.

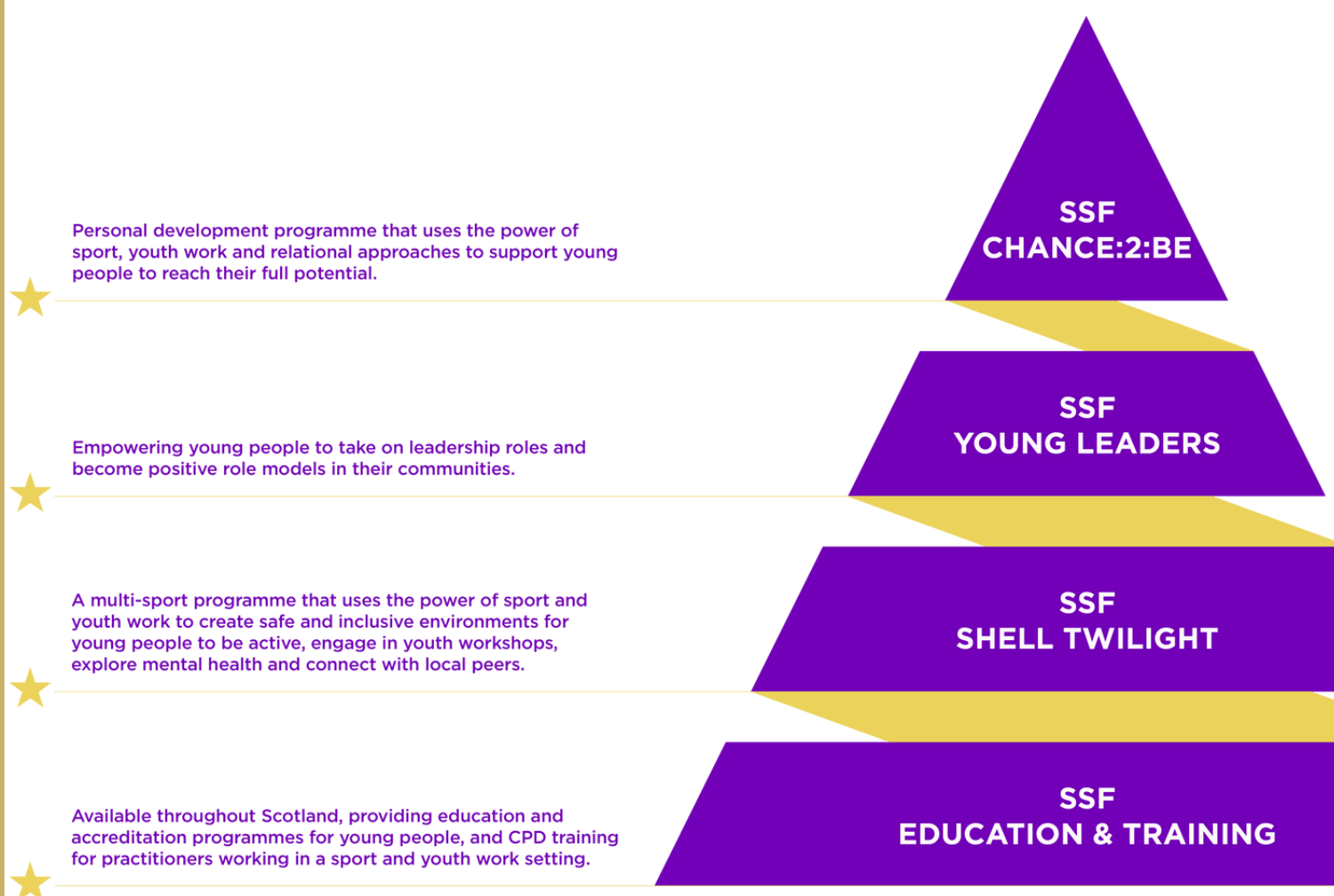
Harnessing the power of sport.

TRANSFORMING YOUNG LIVES THROUGH SPORT

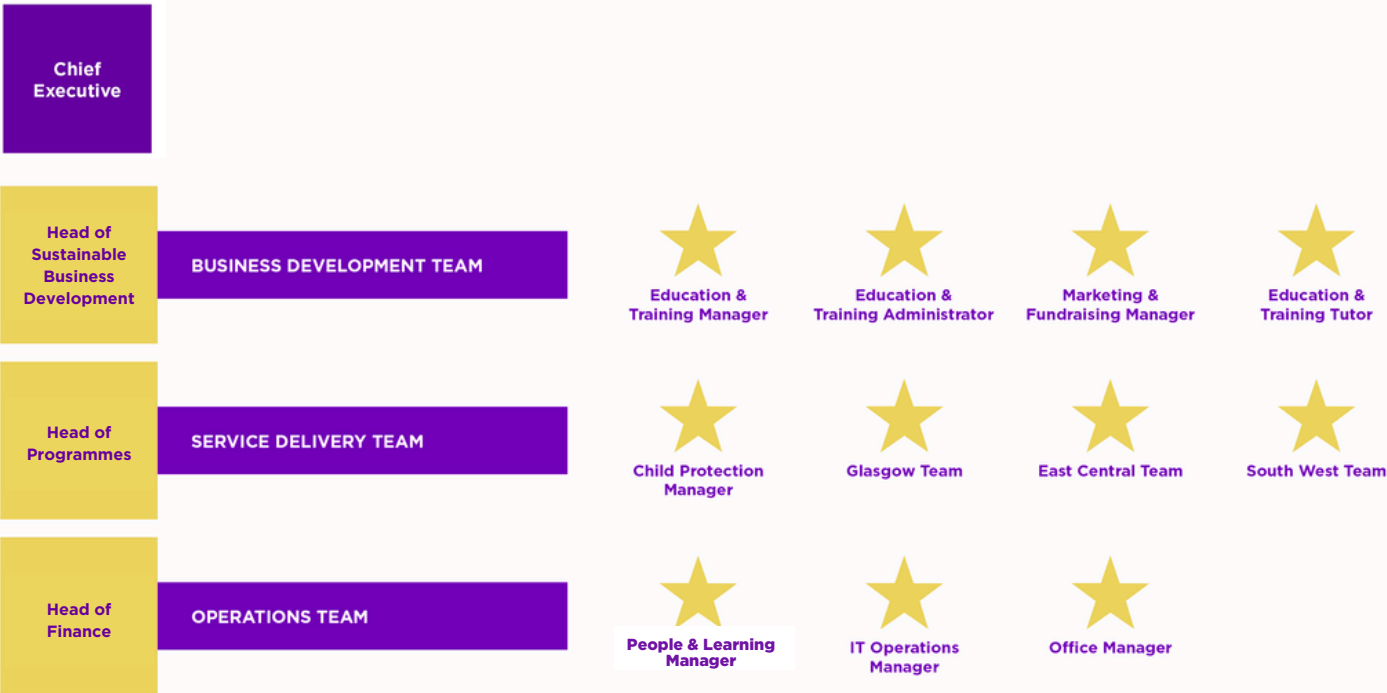


Our programmes

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
- Flexi-working time and TOIL policies
- CPD and training support
- Auto-enrolment pension scheme
- 29 days including public holiday-pro rata and 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
- Company enhanced leave including sickness, maternity/paternity leave, carers leave, miscarriage, parental bereavement and compassionate leave

The Role

Position: **Head of Programmes**

Hours: **Full time (35 hours per week)**
Open to requests for flexible and hybrid working arrangements

Contract: **Fixed Term - Maternity Cover (12 months)**
October 2024-End of September 2025.
Secondment can be considered.

Salary: **£40,000**

Responsible to: **CEO**

Responsible for: **Regional Managers,
Child Protection and Wellbeing Manager**

Based: **Glasgow**



Duties and Responsibilities

The Role

The Head of Programmes plays an integral part in the Senior Leadership Team (SLT) along with the CEO, Head of Sustainable Business Development and Head of Finance. Directing and implementing the following duties:

- Lead managers to ensure all services are of high quality and in line with SSF's vision, mission and strategic aims.
- Work collaboratively and lead managers and their teams to create an organisational culture and behaviours that align to our values.
- Drive the strategic goals of Developing People, Improving Health and Wellbeing and Strengthening Communities.
- Have overall responsibility for the development and delivery of programmes and partnerships.
- With the SLT identify, lead and coordinate funding bids to government and government agencies, lottery, trusts and foundations.
- Communicate and present SSF's impact and offer to relevant parties.

Key Responsibilities and Main duties:

Leadership

1. Provide effective senior leadership to colleagues working on funded programmes, partnership projects and commissioned work.
2. Identify relevant and ethical funding sources. Lead on applications to create a funding pipeline to deliver programme outcomes and objectives for current and future projects.
3. Accountable for the management of budgets ensuring all work is financially viable.
4. Accepts responsibility for decisions and actions, including difficult but necessary ones.
5. Lead understanding and adherence to the organisation's processes, values and expected behaviours.

6. Accountable for ensuring that young people are involved in programme development and delivery and have a voice in the strategic direction of SSF.
7. Actively participate in the delivery of internal and external marketing and communications priorities aligned to SSF brand guidelines.
8. Accountable for ensuring that young people are involved in programme development and delivery and have a voice in the strategic direction of SSF.
9. Proactively support organisational priorities to increase earned income.
10. Work alongside other heads of department to deputise for Chief Executive as and when required.

Planning and Delivery

1. Work with the SLT & Board to develop, deliver and align resources to SSF's strategic plan and business plan.
2. Accountable for the development of operational plans for each regional area on an annual basis and carry out quarterly reviews to ensure progress of objectives.
3. Accountable for ensuring that the needs of young people are understood when designing programmes.
4. Contribute to promoting and co-ordinating SSF education and training to young people and networks.
5. Responsible for ensuring that regional programmes are designed and delivered in line with SSF environmental sustainability priorities.
6. Ensure equality, diversity and inclusion and the rights of young people are embedded within services.

Management and Governance

1. Takes responsibility for setting deadlines and providing feedback on progress against plans to ensure there are no surprises.
2. Accountable for identifying and mitigating risks within each programme. Escalating any major risks for the attention of the CEO and board.
3. Accountable for programme monitoring, evaluating and reporting impact internally and externally.
4. Maintain up to date knowledge of and adhere to all relevant standards, legislation, policies and good practice. Undertake such appropriate training as is necessary to facilitate this.
5. Accountable for the protection and safeguarding of SSF young people and adherence of the policies and actions to deliver this.

Performance Management

1. Openly recognise and reward good performance and ensure that individuals know that their work is important.
2. Act quickly and fairly to address poor performance.
3. Lead SMART objectives with team members, monitor progress and provide feedback.
4. Be responsible for recruiting, onboarding and offboarding of direct reports.
5. Manage direct reports ensuring high level of professionalism through leading monthly and annual performance reviews of managers.
6. Achieve targets; ensuring all team members have relevant managerial support, action plans, appropriate delegation and personal development plans.

Partnerships and relationships

1. Support national partnerships with Scottish Government, **sport**scotland, Scottish Governing Bodies of Sport and Third Sector organisations.
2. Responsible for ensuring regional teams maintain effective working relationships local partners at a political, strategic and operational level.
3. Recognise or pre-empt any sources of conflict and assesses how best to manage situations, ensuring continued collaboration.
4. Builds a sense of team spirit, encouraging shared ownership of goals and deliverables.
5. Support the promotion of SSF education, training and workforce development programmes across networks.
6. Responsible for ensuring there are service level agreements, partnership agreements and action plans in place with all relevant partners related to programme delivery.

Developing Self and Others

1. Work with people and learning manager to identify the learning needs of individuals and the team you lead to undertake continuous professional development.
2. Ensure that you and direct reports, undertake relevant upskilling in relation to environmental sustainability and climate change, and participate in relevant initiatives.

Person Specification

Personal Qualities

- Passionate about transforming young lives through sport.
- Highly self-motivated and committed to personal development.
- Strong leadership skills, with the ability to enthuse and motivate a team.
- Commitment to equality, diversity, and inclusion.

Essential Skills, Knowledge & Experience

- Knowledge of the voluntary sector and an understanding of the financial, political, and social environment in which it operates.
- Excellent interpersonal communication, engagement, and negotiation skills and the ability to motivate, develop and manage staff.
- Ability to present complex information clearly and understandably.
- Ability to delegate effectively and appropriately.
- Strong financial management skills.
- Experience of working with young people living with poverty who may have experienced trauma and adversity.
- Education to degree level or equivalent qualification or relevant experience.
- Proven experience of strategic leadership and management at a senior level.
- Experience of formulating and managing budgets with multiple funding streams.
- Experience of securing income from a variety of sources.
- Experience of implementing strategic plans.
- Experience of developing and leading services with and for young people.
- Experience of forging and maintaining strong partnerships with other organisations.

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.

If there is anything we can do to make your application or interview process more accessible please get in touch with recruitment@ssf.org.uk. The examples could include, but are not limited to: video application, BSL interpreter, interview coach and remote interview.

The closing date for applications is **Monday 12th August at 12.00.**

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.

A secondment arrangement can be considered if the terms of this are agreeable to both SSF and existing employer.

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

Dougie Millen, CEO

dougie@ssf.org.uk

[07568 227 857](tel:07568227857)

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 on the application form. 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.

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