

SSF ★

Transforming young lives
through sport

CANDIDATE
INFORMATION
PACK

SSF Education and Training Administrator

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.

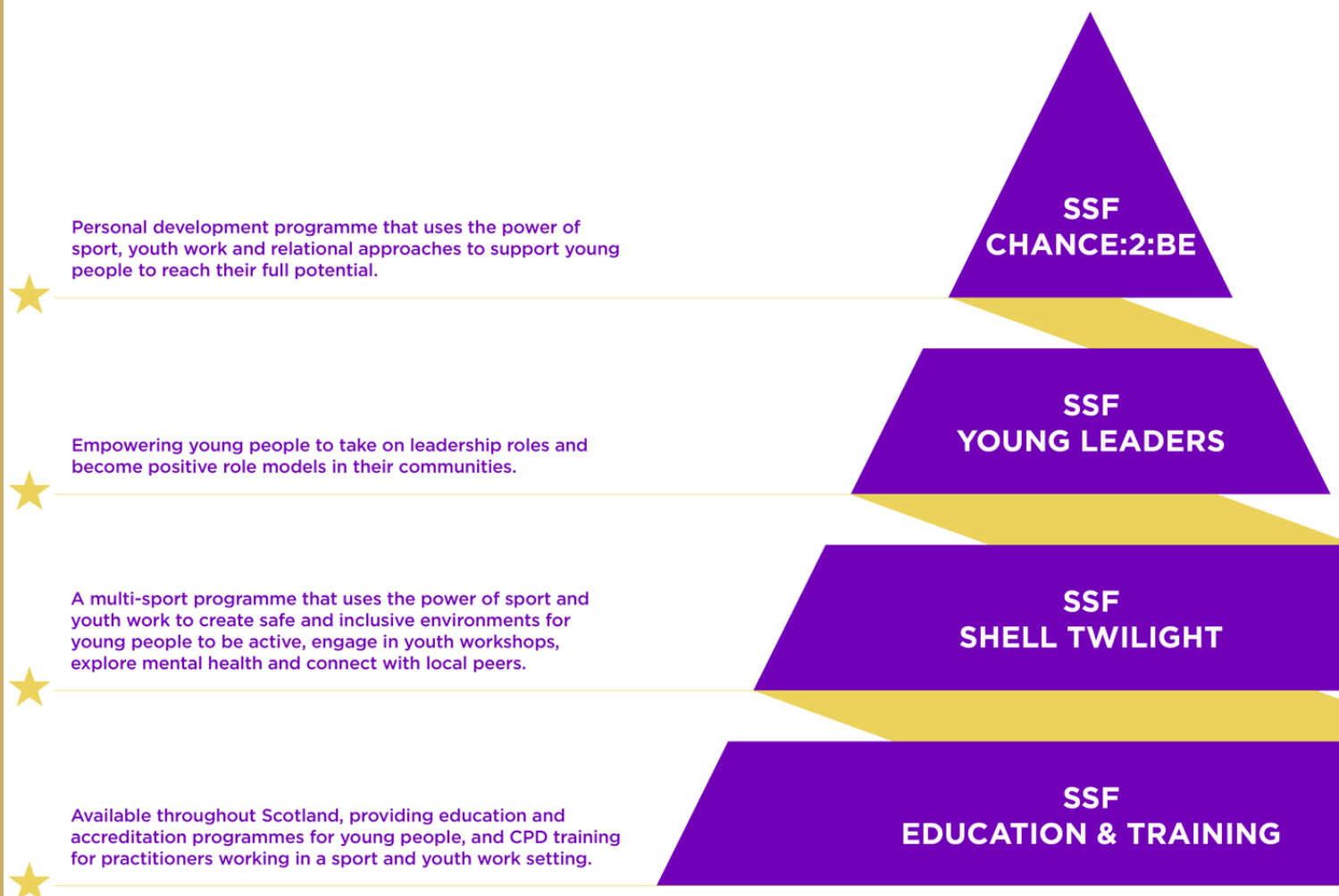
Harnessing the power of sport.

TRANSFORMING YOUNG LIVES THROUGH SPORT

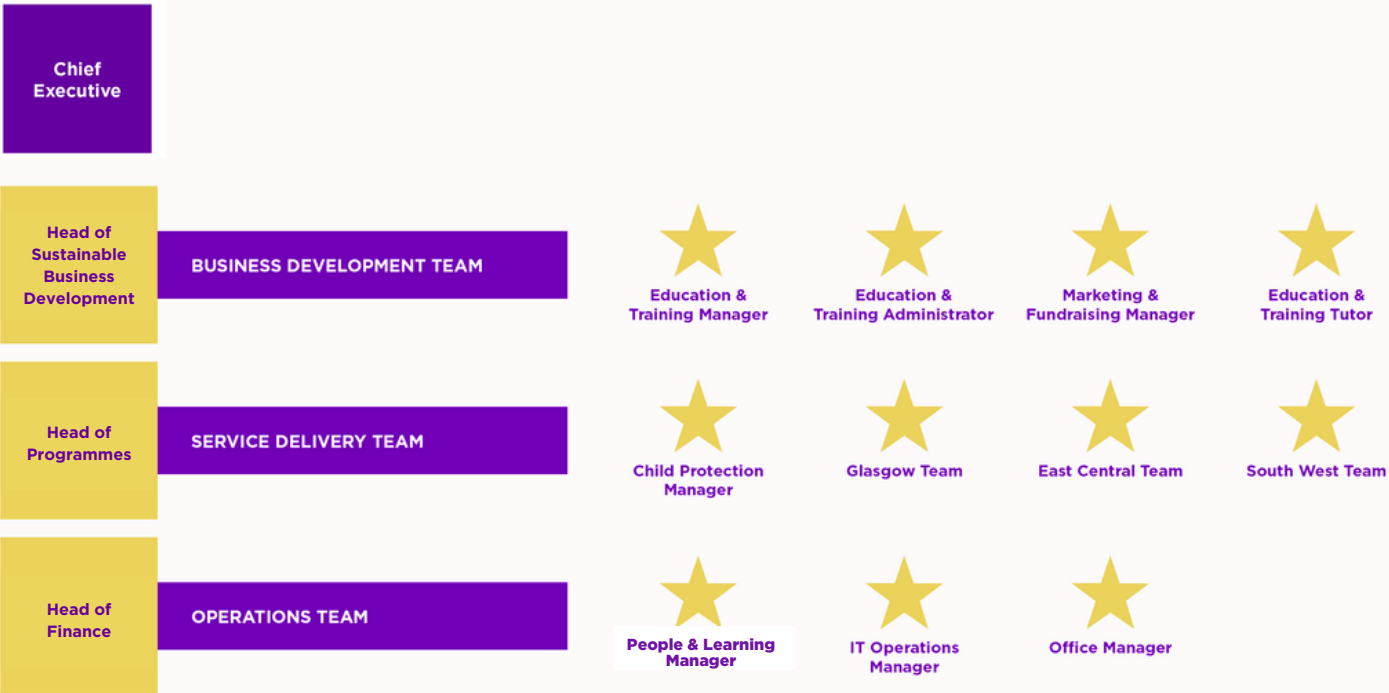


Our programmes

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: **SSF Education and Training Administrator**

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

Contract: **Permanent**

Salary: **£23,902**

Responsible to: **SSF Education and Training Manager**

Based: **Glasgow**



Duties and Responsibilities

The Role

The SSF Education and Training Administrator is responsible for providing a range of administrative support for various educational, training and workforce development programmes developed and delivered by SSF. This is a critical role to ensure that our training programmes run smoothly and that formal accreditations are processed efficiently and effectively.

Key Responsibilities and Main duties:

Lead on all administrative tasks associated with delivering training and educational modules. This will include:

- Accurate and timely data entry and processing
- Liaising with course organisers to coordinate the delivery of training
- Booking tutors to deliver courses, and ensuring they have all resources required for delivery
- Preparing SCQF materials for verification
- Maintaining filing and other office systems
- Booking venues where required

General office admin duties such as answering telephones and directing enquiries, minute-taking, ordering office supplies, and supporting SSF staff with administrative tasks where required.

Maintaining accurate records of Hi5, Dynamic Youth Awards, and Community Achievement Awards, supporting regional delivery teams with the administration of these.

Supporting with the delivery of training for new and existing members of our SSF tutor workforce.

Leading on the ongoing digitalisation and sustainable development of administrative processes.

Maintaining the online tutor hub (Actify) and supporting the creation of digital content to support workforce development.

Duties and Responsibilities

Key Responsibilities and Main duties:

Supporting with module content and resource development.

Provide support and direction to the SSF Education and Training team, SSF Staff and the wider SSF tutor workforce in relation to the administrative function of education and training programmes.

Act as a key point of contact and maintain relationships with relevant accreditation bodies, professional development bodies and training providers.

Ensure that monitoring and evaluation processes are in place and followed for gathering insights and intelligence relating to SSF Education & Training.

Provide relevant information for inclusion in quarterly and annual organisational and funders reports, to evidence impact.

Ensure SSF data management system is fit for purpose and up-to-date.

Support the creation of content for programme specific marketing, relevant promotional campaigns and press releases.

Follow relevant finance procedures for budgetary purposes, processing spend and invoicing.

Attend training relevant to role.

Person Specification

Personal Qualities

- Reliable and honest
- Adaptable and open to change
- Enthusiastic and friendly
- Problem solving attitude

Essential Skills, Knowledge & Experience

- Experience of working in an administrative role in an office environment
- Excellent organisational and administrative skills
- Excellent interpersonal and communication skills
- Ability to establish and maintain positive relationships with internal colleagues and external stakeholders / customers
- Attention to detail and high levels of accuracy
- Able to plan own work, use initiative, prioritise workload and meet deadlines
- Able to work as part of a team with differing responsibilities and workloads
- Excellent IT skills, including use of Microsoft Office packages and digital platforms
- Experience of maintaining, developing and implementing efficient systems and processes
- Experience of using data entry systems

Desirable Skills, Knowledge & Experience

- Experience of data collection, analysis, and dissemination to aid organisational monitoring and evaluation
- Experience of using Canva to create / update graphics and flyers
- Knowledge of sport / education / youth work sectors
- Ability to produce engaging and compelling social media content
- Understanding of child protection and safeguarding

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 9 September at 12 noon.**

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 either Wednesday 18 September or Friday 20 September 2024.

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

Shabaz Khan, SSF Education and Training Manager
shabaz.khan@ssf.org.uk
[07912760291](tel:07912760291)

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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