

JOB DESCRIPTION

POST TITLE	Programme Co-Ordinator
REPOSIBLE TO	Network Programme Manager
SALARY	£26,000 - £28,000
LOCATION	West Dumbartonshire
WORK PATTERN	Full Time, 37.5hrs
CONTRACT	Permanent
LINE REPORTS	None
# OF POSTS	1

About Street Soccer

Street Soccer is a charity using football to create lasting change in the lives of isolated and excluded adults and young people. We run 60 sessions a week of free, inclusive and judgement-free football. These sessions provide person-centred support to players facing a number of challenges including mental health, homelessness, long term unemployment, problem substance use, criminal justice and seeking asylum. Our mission is to create hope and opportunity for all.

We support thousands of players a year on their journey to positive change by providing a safe space, trusting relationships and a sense of belonging. We fight isolation and exclusion by bringing people together, building confidence and creating supportive communities. We support people of all ages and backgrounds through relationship-based support, focusing on trust and personal development, supporting everyone to set and achieve their own goals. Thanks to the support of Street Soccer, 82% of players say that their quality of life has improved.

Lived experience is at the heart of what we do, with over 80% of our staff having lived experience of the challenges our players face.

97% of players think that Street Soccer is a unique organisation. With 15 years of experience delivering positive change through football, we are now working in more communities than ever, with city hubs in Edinburgh, Glasgow, Dundee, Aberdeen and South London, as well as a network of sessions across 6 other local authorities.

Role Purpose

In 2020, Street Soccer developed 'The Network Programme' to expand our services out of our four main city hubs to serve the local communities and socially disadvantaged groups across Scotland. The Network Programme has quickly expanded and now operates in 7

different local authorities across the country. Having already supported 500 people in these areas.

As we continue to expand, we would like to grow to offer Street Soccer Sessions to the communities of West Dumbartonshire as well as providing opportunities for people to engage in SCQF qualifications, tournaments and events including The Homeless World Cup.

The Programme Co-Ordinator will be responsible for developing the Network Programme within West Dumbartonshire. Responsible for sourcing and managing suitable venues for sessions to take place. They will recruit and work with partners to ensure players get the right level of support across a variety of issues. They will grow the number of players attending sessions by promoting these across the community in a variety of ways.

An enthusiastic person, the Programme Co-Ordinator will be able to build relationships with a series of communities across West Dumbartonshire. They will also work with the Fundraising Team to establish local opportunities for sponsorship and other support.

We are particularly interested in applications from those with the same lived experience as our players, further information about our Safer Recruitment process can be found within section 8 of our [Safeguarding Policy](#).

Street Soccer value work life balance and are happy to discuss part time hours, job share and flexible working.

Main Duties & Responsibilities

- To deliver a range of Street Soccer programmes, SCQF qualifications and activities within several locations across West Dumbartonshire.
- To engage meaningfully with socially disadvantaged adults and young people in ways which are consistent with Street Soccer policy, values and ethos.
- To ensure that programme delivery reflects the ethos and values of Street Soccer and is compliant with all regulatory and legislative requirements.
- To establish and maintain a range of key relationships with partnering organisations vital to the delivery of Street Soccer programmes.
- To provide leadership, support and mentoring to players, sessional workers and volunteers in line with Street Soccer policy, values and ethos.

- To work with colleagues to deliver and/or support a range of regional and national events.
- To manage and monitor all aspects of health and safety, including completing risk assessments across a range of activities.
- To effectively manage resources across activities to ensure programme delivery is efficient and effective.
- To create, update and maintain an accurate record of all aspects of programme delivery, provided support and referrals.
- To ensure effective communication across partners both from within and outwith the organisation.
- To contribute to the development of the organisation and to participate effectively in a range of internal meetings and forums.
- To represent Street Soccer at a range of external meetings and networks.
- To ensure contractual and regulatory compliance in all activities.
- To ensure full compliance with Street Soccer Governance, HR and Operational Policies and Procedures.

Person Specification

Criteria	Essential	Desirable
Qualifications		
A valid Protecting Vulnerable Groups (PVG) certificate or the ability to obtain upon successful interview	X	
Accreditation in relation to the coaching of footballers (e.g. SFA coaching badges)		X
Experience		
Significant experience of sports coaching, preferably within a football setting		X
Experience of supporting young people and adults from a range of diverse backgrounds with complex needs	X	
Experience of delivering/taking part in group work	X	
Experience and knowledge of sports for development		X
Demonstrable commitment to participant influence and involvement	X	
Experience of working within a data driven culture		X
Experience of delivering education programmes and qualifications		X
Experience of managing volunteers		X

Knowledge		
Knowledge of the issues affecting socially disadvantaged young people and adults across Scotland		X
Knowledge of the voluntary sector and experience of the network of services within the areas that we deliver		X
Understanding of regulatory frameworks		X
Comfortable with the use of computer systems, including M365 and CRM software	X	
Skills		
Ability to take a trauma informed approach to delivery	X	
Able to work under pressure and deliver results to tight deadlines	X	
Ability to generate and manage own workload with minimal supervision		
Demonstrable positive communication skills	X	
Ability to manage and resolve conflict	X	
To work effectively within a team; promoting and contributing to effective communication and working effectively in partnership with other professionals	X	
Ability to establish and sustain trust and confidence with colleagues, players and the public promoting and representing Street Soccer positively and professionally at all levels.	X	
Flexible, creative approach to workload and problem solving	X	
Able to analyse, interpret and deliver information with clarity	X	
Values		
Has empathy for the issues and barriers facing those with complex needs from socially disadvantaged backgrounds	X	
Honesty, openness and compassion	X	
Other		
Full, clean UK Driving license	X	
The willingness to travel across Scotland	X	

Our Programme Co-Ordinator's are dynamic individuals who enjoys working in an exciting and challenging but very rewarding environment. Street Soccer is a growing organisation and we require people who can think on their feet, willing to accept change and are committed to continuing their professional development. There will be times where you will be required to work on tasks and projects outside of the job description including occasional evening and weekend work. The successful candidate will be enthusiastic and committed to supporting the overall aims and objectives of Street Soccer.



This job description is a general outline of the above post and it is not exhaustive. This job description is subject to periodic review with the postholder. Duties may change in line with the organisational changes and of the postholders own personal development.