

JOB DESCRIPTION

POST TITLE	Leith United Programme Co-Ordinator
REPOSIBLE TO	Regional Manager
SALARY	£28,500
LOCATION	Leith Community Centre, New Kirkgate, Leith
WORK PATTERN	Full Time, 37.5hrs
CONTRACT	3 year fixed term
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 over 16 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.

Leith United is an innovative new partnership of Street Soccer Scotland and YMCA Edinburgh, working together to deliver an impact programme that strengthens community cohesion, promotes inclusive growth, and creates meaningful opportunities for all who call Leith home. At the heart of this initiative is the Leith Community Centre, a vibrant hub for creativity, support, and connection.

Role Purpose

The Leith United Programme Co-Ordinator will lead the development and delivery of the Leith United programme, working across Leith to connect people experiencing social disadvantage with the support, services and opportunities that can make a real difference in their lives.

The Leith United Programme Co-Ordinator is responsible for ensuring Street Soccer players and other local people can access what's available to them, whether that's Street Soccer sessions, YMCA Edinburgh's services for children, young people and families, local education and training opportunities, or support from other organisations across Leith.

The Leith United Programme Co-Ordinator is responsible for building relationships with local services, community organisations and businesses.

Day-to-day responsibilities include growing participation in the programme, linking players and participants into the right support, working alongside the Street Soccer Progressions Worker and being a presence at Leith Community Centre. The Leith United Programme Co-Ordinator will also work with Centre management and local businesses to develop the Centre and make it a safe and welcoming community hub.

The role carries responsibility for impact reporting and evaluation across the Leith United programme, and will be supported by the local Regional Manager for Edinburgh.

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 the Leith United programme across Street Soccer sessions and partner venues in Leith, ensuring activity reflects the ethos and values of Street Soccer and YMCA Edinburgh.
- To actively engage with Street Soccer players, YMCA Edinburgh service users and people from across Leith experiencing disadvantage, encouraging participation and removing barriers to access.

- To promote the programme and Leith Community Centre through outreach and communications, growing the number of people engaged.
- To identify and connect participants with relevant services and support across Leith, including education, training, employment and community organisations.
- To work closely with Street Soccer's Progressions Workers to ensure players are linked into the right opportunities at the right time.
- To build and maintain strong relationships with local organisations, businesses, residents and stakeholders across Leith.
- To coordinate regular partnership meetings and collaborative activity, working alongside the Street Soccer Regional Manager for Edinburgh on the strategic development of the Leith United partnership.
- To work with YMCA Edinburgh to ensure participants can access the full range of services available to children, young people and families.
- To establish and maintain key relationships with partnering organisations vital to the delivery of the programme.
- To represent Street Soccer and Leith United at external meetings and networks.
- To work with Leith Community Centre management to develop the centre as a welcoming community hub that responds to local need.
- To effectively manage resources to ensure programme delivery is efficient and effective.
- To create, update and maintain accurate records of all programme delivery, support provided and referrals made.
- To monitor and evaluate programme impact, reporting to funders and stakeholders.
- To manage all aspects of health and safety, including completing risk assessments across programme activities.
- To support GDPR, safeguarding and other regulatory standards through best practice in data handling and communication.
- To ensure full compliance with Street Soccer Governance, HR and Operational Policies and Procedures.
- To contribute to the development of the organisation and participate effectively in internal meetings and forums.
- To work with colleagues to deliver and/or support a range of regional and national events.

Person Specification

Criteria	Essential	Desirable
Qualifications		
A valid Protecting Vulnerable Groups (PVG) certificate or the ability to obtain upon successful interview.	X	
Experience		
Experience of working with people experiencing disadvantage, including challenges such as homelessness, mental health, unemployment, problem substance use or criminal justice.	X	
Experience of delivering or coordinating community programmes or services.	X	
Experience of building and managing partnerships with third sector, statutory or private sector organisations.	X	
Demonstrable commitment to participant influence and involvement.	X	
Experience of working within a data-driven culture, including use of CRM or case management systems.		X
Knowledge		
Knowledge of the issues affecting socially disadvantaged people across Edinburgh and Leith.	X	
Knowledge of the voluntary sector and experience of the network of services in Edinburgh.	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	X	
Demonstrable positive communication skills, including with people from a wide range of backgrounds	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

Our staff team are dynamic individuals who enjoy 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, are 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 evening and weekend work. The successful candidate will be enthusiastic and committed to supporting the overall aims and objectives of Street Soccer.

This role will be primarily based working in the community and will require travel throughout Leith and the wider Edinburgh area. We are always happy to discuss more formalised solutions that allow people to balance their working lives with their responsibilities outwith work.

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.

The role title used in this job description is for external recruitment purposes only and is subject to change at job offer stage.

If you require anything in a different format (eg. printed, large print, plain text etc) or if you have any other access needs, please do get in touch via cameron@streetsoccer.org.uk and we will do our best to accommodate these.



We welcome and encourage applications from everyone regardless of their socio-economic background, criminal justice status, age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.