



# JOB PACK



**Join #TeamStreetLeague and  
change the lives of young  
people across the UK.**

[www.streetleague.co.uk](http://www.streetleague.co.uk)  
**#OwnYourFuture**

# ABOUT STREET LEAGUE

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Street League operates in 12 regions across the UK, using the power of sport to support young people to own their future and move into employment, education, or training.

Street League's vision is a society in which all young people have the opportunity of secure employment and a brighter future.

Our incredible team of passionate employees make a difference in the lives of thousands of young people living in some of the UK's most disadvantaged communities.

We support young people holistically, recognising the inextricable links between wellbeing, health and employment.

## THE NEED

The youth unemployment rate is 3x higher than the national average (10.8% vs 3.8%). This means that 1 in 10 young people are unemployed.

We support those young people. Young people who live in households where they have to decide between heating and eating. Young people who can't go to a job interview, because they can't afford the bus fare. Young people who struggle with issues like anxiety that make everyday tasks almost impossible to manage. Or simply, young people who have never been given a chance.

Street League is here to change that.

# OUR VALUES

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**PASSIONATE**

About sport and empowering young people.

**COMMITTED**

We work hard. We are brave, loyal, and resilient.

**FUN**

Supports our wellbeing and helps us motivate people.

**INCLUSIVE**

We work with compassion and to promote diversity.

**TRUSTWORTHY**

We are responsible, honest, and self-aware.

# WHAT OUR STAFF SAY

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We care about staff happiness and wellbeing, so every year we undertake a staff survey to find out what our people think about working for Street League. In 2022, we found that:

- 97% of our staff are **proud** to work for Street League
- 93% of our staff feel their contribution is **valued**
- 90% of staff believe in our **values**
- 90% of our staff feel like they receive clear **leadership**
- 90% feel **motivated** in their role

#TEAMSTREETLEAGUE

# HOW DO WE MAKE A DIFFERENCE?

We use the power of sport as a hook to engage young people on our Academy programmes where we teach them vital life skills, and deliver qualifications in well-being, employability, maths, English, and sport. This award-winning programme enables them to achieve their full potential and move into work, education, or training.

Our highly-skilled staff provide one-to-one support to every young person on our Academies, understanding and working with their individual needs and aspirations.

Most young people we support have no prior work experience, so we set up work placements, enabling participants to gain valuable experience and put the skills we teach into practice.

We know that getting a job is just part of the journey. Once young people secure a job, we go the extra mile, providing six months of in-work support and advice (to them and their employer), ensuring a smooth transition into sustained employment. With Street League, young people own their future and reach their goals.



## Job Description

|                |                                       |
|----------------|---------------------------------------|
| POST TITLE     | - Progressions Coordinator            |
| RESPONSIBLE TO | - Operations Manager                  |
| SALARY         | - £25,956                             |
| LOCATION       | - East Scotland                       |
| WORK PATTERN   | - 36.25 hours per week, Monday-Friday |
| CONTRACT       | - Fixed-Term until September 2027     |

## Role Summary

The Progressions Coordinator works in partnership with their delivery partner (Youth & Community Coach) in delivering and administering Street League's core programmes in their specific local areas.

You will be responsible for:

1. Securing employment, education and training opportunities for Street League participants and supporting them to progress. You will do this by locally securing and sharing job/training opportunities for young people.
2. The delivery of Street League's Academy, in which you will deliver group employability and personal development workshops and qualifications.
3. Establishing and maintaining partnerships with referral agencies and develop further partnerships with employers or colleges in order to secure suitable opportunities for our participants.
4. Monitoring and reporting are essential to this role.

## Major Duties and Responsibilities

### Corporate Responsibilities:

- To undertake compliance with Street League's policies and procedures and business plan.
- Full participation in team and wider staff meetings, support and supervision and personal/professional development.
- To actively promote and implement Street League's Equal Opportunities policy within all aspects of the post.
- Undertake Safeguarding and Health and Safety duties, including risk assessments as required in line with Street League's policy.
- Ensure compliance with Street League's Data Protection Policy in the management, storage, and security of participant information.
- To undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Role Specific Responsibilities:

### *PC Specific:*

- Overall accountability for the preparation, administration and delivery of the Street League Academy and progression service.
- Delivery of a complete employability service including job searching strategies, interview techniques, job applications, etc. and delivering group employability and personal development workshops.
- Overall accountability for supporting participants.
- Overall accountability for soft skills analysis, overcoming barriers and assisting participants to draw up action plans. Undertaking an appropriate initial assessment with each participant using a variety of tools and methods that assist in identifying the needs of the participant.
- Overall accountability for meeting delivery team targets in relation to retention, qualifications, outcomes, and sustainment.
- Evaluate and assess (formative and summative) the work of learners in relation to the qualification assessment criteria and provide timely constructive and helpful learner feedback so that learners develop the skills, knowledge, and behaviours to progress to their next steps.
- To network with external organisations such as colleges, job centres, careers centres, employers, community groups and other relevant organisations to source and secure employment, education and/or training opportunities for Street League participants. Also using social media and local media to raise awareness of Street League's work, with support and training provided by our Communications team.
- To contribute to the development and implementation of Street League's Practice Framework and to update, develop and share sessions or workshops that are relevant to Street League contracts and funding streams.
- Overall accountability for identifying work experience opportunities and supporting participants within work experience, employment, education, or training by providing aftercare.
- Keeping up to date with labour market information, legislation, professional and academic developments.

### *Duties to Young People*

- To promote equal opportunities at all times in line with Street League's Equal Opportunities, Equality and Diversity Policy.
- Responsibility and diligence around issues or incidents which may make activity non-inclusive for participants and carrying out the necessary procedures in identifying and dealing with any safeguarding or child protection, diversity, or health & safety issues.
- Shared responsibility for the appropriate referral or signposting of participants to agencies for specialist help who require additional support needs such as housing, addiction, etc.
- Responsibility for completing all necessary paperwork for each participant on academies including organising travel expenses, timesheets, training allowances where contractually appropriate.
- Joint responsibility with other members of the delivery team (Youth and Community Coach) for the pastoral support and care of Street League's young people including liaising with but not limited to support workers, key workers, social workers, DWP advisors.
- To provide First Aid cover for Street League Activity and ensure sessions are safe and enjoyable for all. First Aid training will be provided to all staff.
- Support Senior Staff to facilitate stakeholder visits to Academies and activity. Stakeholders include but are not limited to funders, politicians, ambassadors, and partner organisations.

### *Teamwork*

- Shared responsibility for inputting and maintaining M&E (monitoring and evaluation) information by capturing daily attendance, personal development information, outcomes and sustainment and to produce reports as required.
- To work closely with Coaching and Functional Skills staff in the delivery of Street Leagues core activity programmes.
- Shared responsibility in the recruitment, supervision, organisation and training of sessional coaches, volunteers, and apprentices.
- Shared responsibility for health and safety, ensuring that risk assessments are carried out on all venues in which Street League activity takes place and that health and safety procedures and policies are adhered to.
- A flexible approach to the working pattern will be required, as there may at times be a requirement to work outside the normal working week, however sufficient advance notice will be given and time back granted.
- Shared responsibility with Coaches for supporting young people to overcome barriers and assisting participants in achieving their individual learning plans.
- Represent and market Street League services within your region. This includes having a presence and building relationships with key stakeholders in local communities and schools.
- Relationship building and local networking with referral agencies and community partner projects on an ongoing basis.
- Using social media and local media to raise awareness of Street League's work, with support and training provided by our marketing team.

## Person Specification

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledge and Understanding | <ul style="list-style-type: none"> <li>• A knowledge and understanding of the third sector and related agencies.</li> <li>• A strong understanding of voluntary, training, and career pathways for Street League participants, along with up-to-date knowledge of local labour-market needs and opportunities.</li> <li>• A knowledge of suitable training and education programmes for Street League participants.</li> <li>• An understanding of the barriers that face Street League's client group and local authority and government response to these social challenges.</li> <li>• Appropriate qualification in Community Development, Social Care, Community Learning Development, Teaching or Training, however exceptions will be made for candidates demonstrating a high level of experience.</li> <li>• An appropriate assessor qualification is desirable.</li> </ul> |
| Skills and Abilities        | <ul style="list-style-type: none"> <li>• The ability to organise and to be self-motivated.</li> <li>• Able to communicate confidently and clearly, both verbally and in writing, with an engaging and professional delivery style.</li> <li>• Fully competent in the use of Microsoft Office programs and relevant M&amp;E systems/data capture.</li> <li>• To have a confident and calm approach to problems and an ability to use initiative in finding solutions.</li> <li>• At least a GCSE level literacy or numeracy (or equivalent) and the ability to be innovative in the use of existing skills and abilities to deliver literacy and numeracy to Street League participants.</li> <li>• Applicants should hold a full clean driving licence.</li> </ul>                                                                                                                  |
| Experience                  | <ul style="list-style-type: none"> <li>• Proven experience working with young people aged <b>16–25</b>, particularly those <b>not in education, employment or training (NEET)</b>.</li> <li>• Experience of delivering qualifications, education, or employability sessions.</li> <li>• Skilled in supporting individuals who display challenging behaviour or present with low confidence or self-esteem.</li> <li>• Experience of delivering group work sessions as well as working on a 1-2-1 basis with participants.</li> <li>• Experience of working in an environment where safeguarding and child protection is of high importance.</li> <li>• Experience of working to targets, implementing monitoring, and recording systems.</li> <li>• Experience of delivering programmes that are focussed on soft skills, mentoring and employability.</li> </ul>                   |
| Behaviours                  | <ul style="list-style-type: none"> <li>• Dynamic, motivated individual who thrives in a fast-paced, challenging, and highly rewarding environment.</li> <li>• A pro-active approach to solving problems and adapting to change.</li> <li>• Enthusiastic and committed to supporting the overall vision and mission of Street League.</li> <li>• Able to build positive, trusting relationships while maintaining clear boundaries</li> <li>• Demonstrates a strong commitment to safeguarding young people.</li> <li>• A willingness to undertake continuous personal development.</li> </ul>                                                                                                                                                                                                                                                                                       |
| Values                      | <p>We are:</p> <ul style="list-style-type: none"> <li>• <b>Committed</b> - We work hard. We are brave, loyal, and resilient.</li> <li>• <b>Fun</b> - Supports our wellbeing and helps us motivate people.</li> <li>• <b>Inclusive</b> - We work as a team with compassion and to promote diversity.</li> <li>• <b>Passionate</b> - About sport and empowering young people.</li> <li>• <b>Trustworthy</b> - We are responsible, honest, and self-aware.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |

## STREET LEAGUE BENEFITS, REWARD AND RECOGNITION PROVISIONS

The information below provides a summary of the benefit, reward and recognition schemes available. Please check your contract of employment, company policies and scheme rules for eligibility and terms and conditions of provisions. Street League reserves the right to withdraw, amend the scheme and change providers as appropriate.

|                          | Benefit                       | Provider                                                                            | What is it                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lifestyle and Protection | Pension Scheme                |    | Eligible Street League employees are enrolled in a pension plan after three months of employment and both company and employee contribute 4% of basic salary.                                                                                                                                                                                                                                                            |
|                          | Critical Illness Cover        |    | Critical Illness cover provides you with a tax-free lump sum payment if you or your children suffer a covered critical illness.                                                                                                                                                                                                                                                                                          |
|                          | Employee Assistance Programme |    | Access to a 24/7 confidential helpline and online information, as well as counselling sessions via help@hand EAP.                                                                                                                                                                                                                                                                                                        |
|                          | Life Insurance                |   | 2 x base salary cover after one year of service with the company. Additional coverage provided for senior staff.                                                                                                                                                                                                                                                                                                         |
|                          | Leave Entitlement             |  | 37 days leave per year (inclusive of public holidays), plus one additional day awarded for each year of service up to a maximum of 3 additional days<br><br>We also offer 1 additional day of religious leave to accommodate employees who need time off to observe their faith.                                                                                                                                         |
|                          | Mintago                       |  | Mintago's simple and comprehensive approach to financial wellbeing is designed for people of all demographics and employees can rest assured that their financial worries, questions and needs can be addressed and supported.<br><br>Highlights include Financial Advisors, Grocery Salary Sacrifice (saving basic rate taxpayers 8% on their grocery costs), Retirement Planner, Pension Hunter and Money Helper – AI. |
|                          | Cash Health Plan              |  | Employees with over a year of service have basic health coverage through Simply Health, with dependent children covered at no extra cost.                                                                                                                                                                                                                                                                                |
|                          | Enhanced Sick absence pay     |  | Company paid sickness absence in accordance with the sickness absence policy and contract of employment.                                                                                                                                                                                                                                                                                                                 |
|                          | Season Ticket Loan            |  | Interest free loan to cover the cost of your season ticket, repaid from your salary payments.                                                                                                                                                                                                                                                                                                                            |

|  |                                       |                                                                                   |                                                                                                                                            |
|--|---------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Enhanced Jury Service</b>          |  | Full salary paid during Jury service minus deduction for expenses received from the court                                                  |
|  | <b>Cycle to work</b>                  |  | Purchase of a bicycle and/or safety equipment to get to work, tax free and paid for monthly via salary sacrifice up to the value of £1000. |
|  | <b>Anti-Harassment Help Line</b>      |  | Tell Jane provide a confidential service for complaints.                                                                                   |
|  | <b>Pregnancy Support &amp; Advice</b> |  | Pregnant employees and managers have access to information on managing pregnancy, maternity leave, and return to work.                     |

|              |                                   |                                                                                                                                                                  |
|--------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other</b> | <b>Staff Equipment</b>            | All employees receive the necessary equipment, such as laptops, phones, and branded Street League kit, to carry out their job responsibilities.                  |
|              | <b>Staff Survey &amp; Forums</b>  | We are committed to hearing and promoting staff voice. Have your say in the annual anonymous staff survey or join our staff forum and/or EDI forum.              |
|              | <b>Training &amp; Development</b> | Opportunities to gain skills and receive formal training, participate in working groups (such as curriculum development, quality forums, etc) and undertake CPD. |