

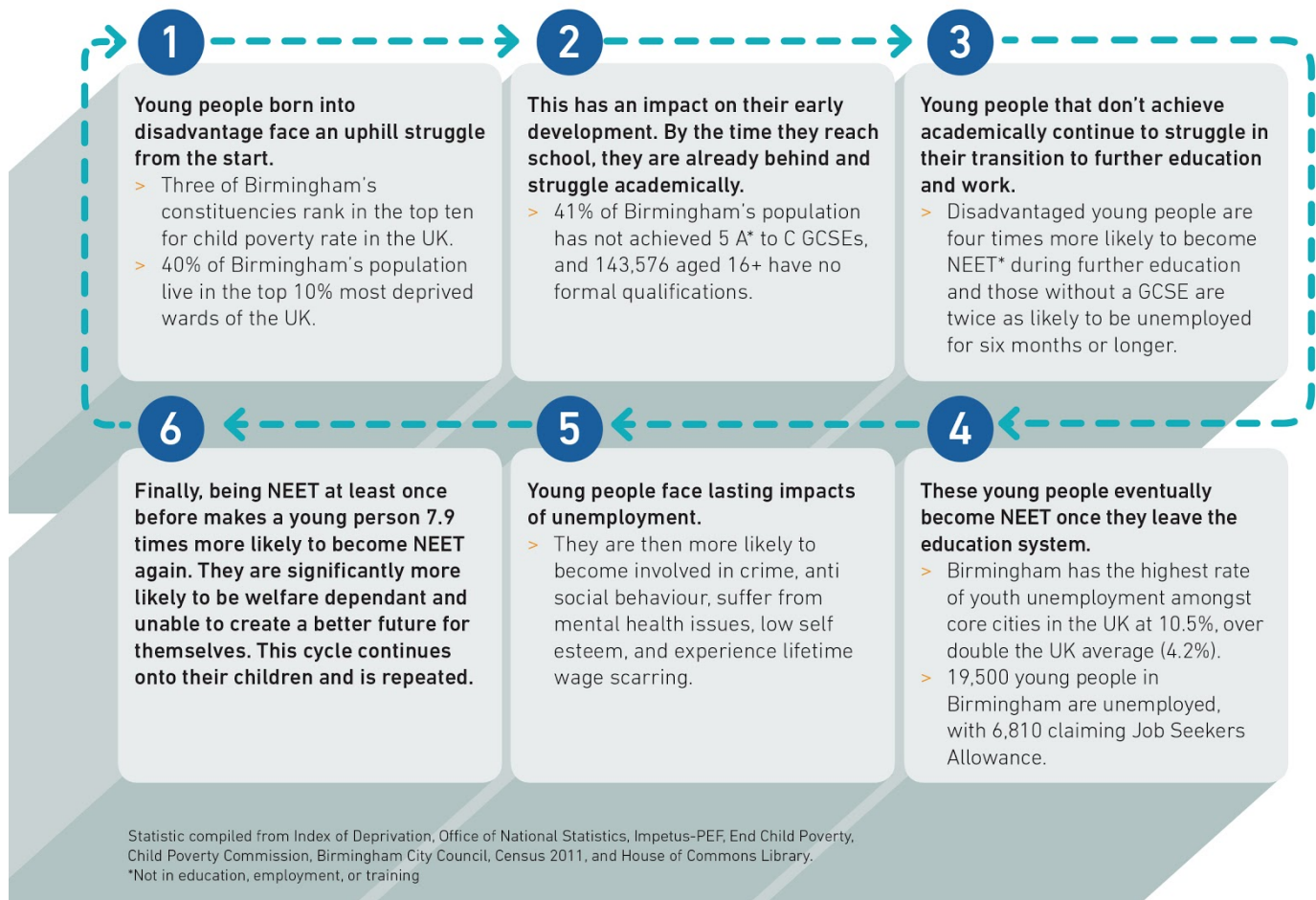
Project Assistant (reference: 044) - Job Pack

About Sport 4 Life UK

Why We Exist

Sport 4 Life UK believes in a level playing field where every young person has the opportunity to create a better future for themselves.

The cyclical issue of the need we address is shown below:



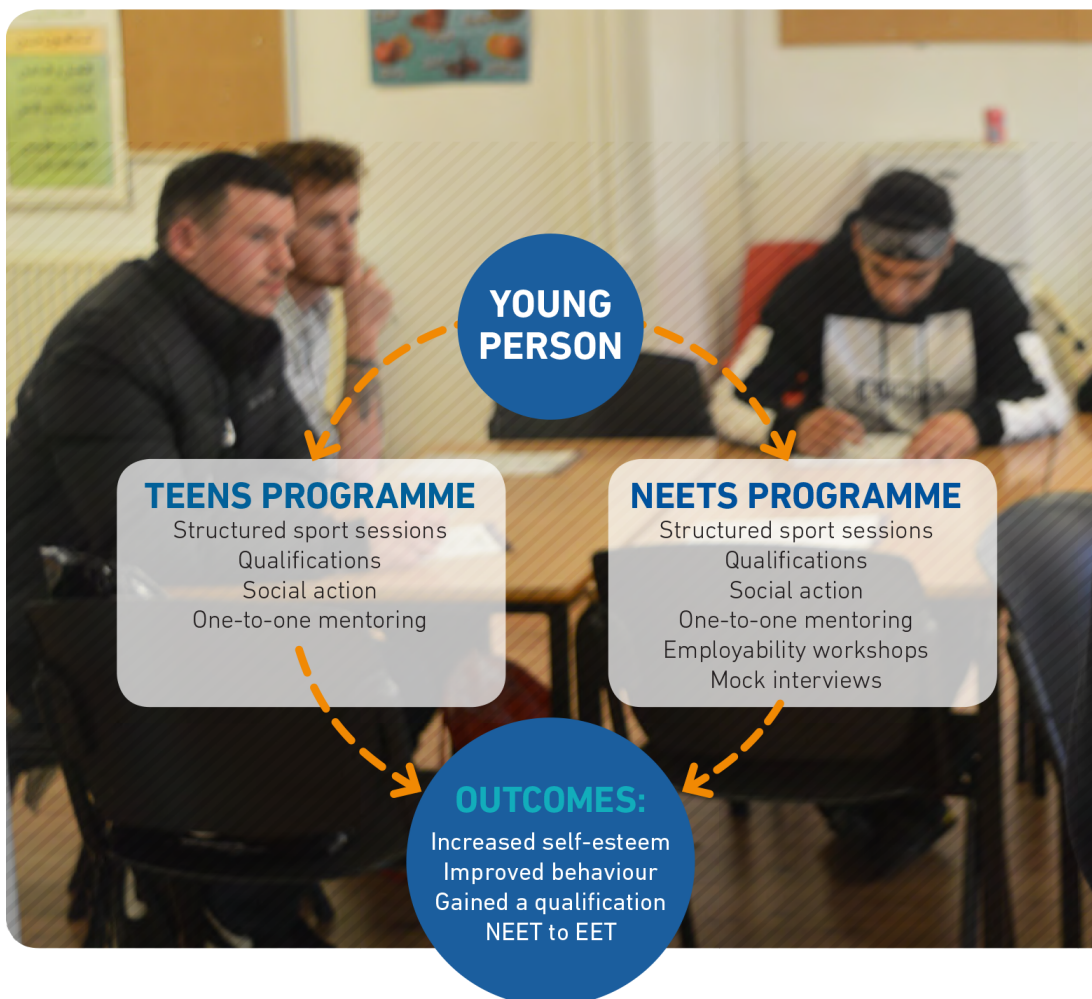
What We Do

Sport 4 Life UK are proud to create a better future for young people (aged 12 to 29) by improving their employability and key life skills, through our sports-themed personal development programmes.

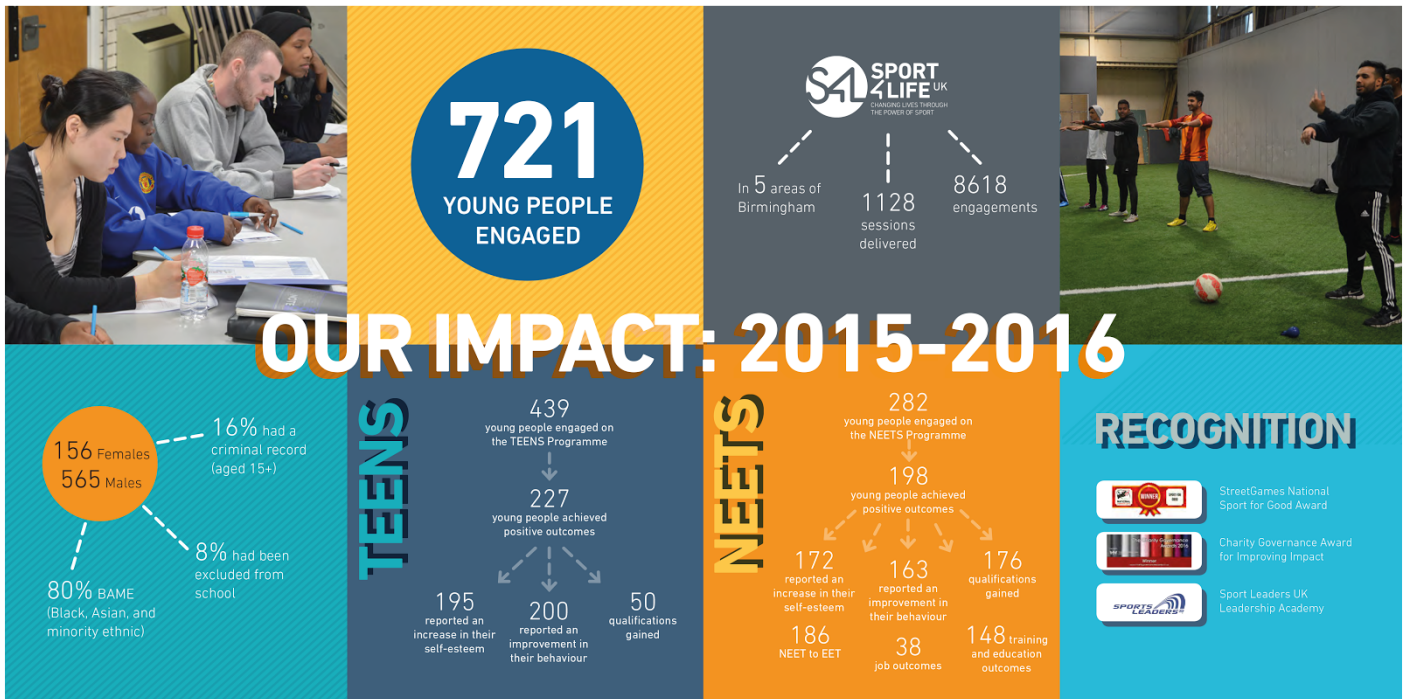
We deliver two core programmes:

TEENS: A personal development programme for socially excluded 12 to 16 year olds. This initiative is designed to prevent young people becoming NEET in the future. It is a proactive and strategic intervention, tackling the issue of youth unemployment at source, by developing their life skills such as confidence, communication, leadership and respect.

NEETS: An employability and personal development programme for 16 to 29 year olds who are NEET. This initiative focuses on developing young people's employability and key life skills. It provides them with support to move into sustained education, employment, or training.



Our Impact



You can see a full copy of our Impact Report 2015/16 here:

<http://sport4life.org.uk/wp-content/uploads/2017/02/S4L-Impact-Report-2015-2016.pdf>

Working with Us

Sport 4 Life UK (S4L) is a great organisation to work for. We are a progressive, dynamic and forward thinking organisation with a very clear and ambitious strategy for our future. Belief and trust in our team is one of our central values (see below), and we strive to create a positive, progressive and transparent team culture. We implement a structured performance-related reward policy, and are proud to have a very high retention rate.

At our last annual staff satisfaction survey, all employees rated us the following (out of 5):

- Opportunity to develop and progress - **4.27**
- Positive atmosphere and culture - **4.36**
- Proud to work at Sport 4 Life UK - **4.72**



Job Description

Key Details

Post Title	Project Assistant
Reference	044
Reports To	Operations Coordinator
Salary	£17,000 per annum
Hours	37.5 hours per week (Full Time - working evenings and weekends as needed)
Contract End Date	30/06/2020
Start Date	01/07/2017
Location	Sport 4 Life UK HQ
Application Deadline	19th May 2017, midnight
Interviews	Week commencing 22nd May 2017

Job Overview

Sport 4 Life UK are recruiting a new Project Assistant to assist the delivery of 2 sports-themed personal development programmes. The successful candidate will be responsible for assisting the delivery and recruitment of 2 of our TEENs programme in Birmingham.

Main Duties and Responsibilities

(Please note, this job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.)

-Outreach & Recruitment:

- Perform outreach and recruitment – this may include floor walking at various youth centres, approaching potential participants and promoting our TEENs programmes
- Deliver promotional material to local partner organisations and retailers
- Support the Project Coordinator to collect young people's information and contact them prior and during the programmes to ensure attendance
- Support the Project Coordinator to link in with local partner organisations to attract referrals onto the programme
- Achieve target numbers of TEEN young people retained on programme in line with the business plan

-Programme Planning & Delivery:

- Assist the Project Coordinator to plan all aspects of the programme - this may include booking venues/ transport and general administration
- Assist and support the delivery of group-based personal development through sport sessions
- Assist the Project Coordinator with the delivery of Level 1 qualifications in Sports Leadership, inclusive of theory and practical modules
- Support the completion of all course paperwork and admin for the Sports Leaders Level 1 qualification
- Assist youth-led tournaments and festivals
- Assist youth-led planning meeting for inter project tournaments

-Mentoring & M&E:

- Support the Project Coordinator to provide one-to-one mentoring and support to young people, exploring their hopes and aspirations for the future, providing them with relevant IAG, completing Outcome STAR and completing all relevant paperwork
- Provide intensive support to enable TEEN young people to access “exit routes” such as sports clubs
- Support participants to access volunteering placements with other Sport 4 Life projects
- Assist the collection of monitoring and evaluation data for all young people throughout the programmes – this may include taking registers, completing registration forms, entering data onto online systems and completing case studies
- Support the Project Coordinators and Operations Coordinator to ensure all targets are met

-Administration / Other:

- Responsibility for completing all necessary internal and external paperwork requirements

-General:

- Responsibility and diligence around issues and/or incidents
- Identifying and dealing with any safeguarding or children protection, diversity or health and safety issues
- Compliance with S4L's policies and procedures
- To promote equal opportunities at all times in line with organisation's Equal Opportunities policy
- A flexible working approach, as there will, at times, be a requirement to work outside of the normal working week (e.g. for events, project visits etc.)

Scope of Authority

- Accountable to their Line Manager (Operations Coordinator)
- Member of 'Delivery Committee'

Person Specification

Personal Characteristics

The Project Assistant is a dynamic, personable individual, who works well in a growing, changing and targeted environment, whilst upholding the Values (see below) of S4L. They will be confident and professional, with the ability to motivate and inspire the young people we work with. The Project Assistant is a good communicator at all levels, a good listener, and can work effectively both internally (colleagues, managers) and externally (partners, young people).

Values

Everyone we employ is recruited based on our set of values. These are:

1. All that we do is focused on **changing** the **lives** of young people

We are committed to empowering and inspiring young people to unlock their true potential through our sports-themed personal development programmes. We embrace diversity, offer unconditional support, and provide tangible opportunities for them to make a positive change in their lives.

2. We believe and **trust** in our team

Our staff are proud to work for S4L and be part of its family. We are loyal and honest with each other and our young people. We employ the best possible people and enable them to flourish so we can collaboratively achieve our mission and celebrate our success.

3. **Quality** runs through the core of the organisation

Our youth-led, bottom-up approach ensured the standard of our service and programmes are of the highest calibre and successfully address the needs of our young people. We have invested heavily in our ability to evidence our impact effectively to partners and stakeholders. We are professional, and have strong governance, structures, policies and processes in place.

4. We do not stand still - we're a **progressive** organisation

We are a forward-thinking, dynamic organisation which operates both proactively and responsively. We push through and break down barriers so we can always go above and beyond for our young people.

Experience

Desirable:

- Delivering personal development workshops
- Delivering quality client IAG
- Working with young people aged 12 - 16
- Coordinating projects
- Working in the youth/ community sector
- Delivering training courses
- Delivering sports coaching activities

Skills and Abilities

Essential:

- The ability to organise and to be self-motivated with effective time-management skills
- The ability to communicate effectively, both orally and in writing, to a range of audiences
- Problem solving skills, and the ability to use initiative in finding solutions
- Excellent literacy and numeracy skills
- A willingness to undertake continuous personal development
- The ability to complete administrative tasks, and use computers (e.g. email, word processing)
- High levels of self-motivation, energy and determination
- An interest in and passion for sport

Qualifications

Desirable:

- A relevant qualification – 1 of JNC youth work degree, PGCE, PTLSS, NVQ IAG, or equivalent
- Evidence of CPD in youth education sector
- Mentoring qualification
- Sports Leaders UK Tutor training qualification
- Sports coaching qualification (e.g. FA Level 1)
- Full and current driving licence

How To Apply

To apply for this position you will need to send ALL 4 documents listed below to jobs@sport4life.org.uk:

1. Your CV
2. Your cover letter stating why you believe you are the right person for the job and how you meet the job and person specification
3. The 'Equal Opportunities Monitoring Form' (EO) can be found here - <http://sport4life.org.uk/pa/>
4. The 'Application for Employment Form' (AP1) can be found here - <http://sport4life.org.uk/pa/>

Please state in your application how you found out about the position.