

Job Title: Sport and Physical Activity Programmes Co-ordinator

Salary Band: £23,558 - £25,652 Fixed Term until March 2021

Location: Across Coventry Hours of Work: 40 per week

Job Purpose:

To take lead responsibility for all of our community sport for development and physical activity programmes across the organisation. The post holder will design, deliver and co-ordinate a range of programmes that are implemented to keep young people physically active and socially engaged.

Main Duties and Responsibilities:

1. Effectively engage with young people who may find themselves at risk of multiple challenges in relation to their health, aspirations and social engagement.
2. Develop and deliver credible sports programmes aimed at the development of self-esteem, confidence and skills of young people who traditionally find themselves excluded from mainstream provision.
3. Provide information, advice, support and training for young people to empower them through the provision of positive activities.
4. Work closely with relevant organisations and partnerships at local, regional and national level.
5. Recruit, manage and support volunteers and casual staff. Taking responsibility for a team of staff tasked to deliver such programmes.
6. Deliver effective implementation of projects in accordance with approved contracts and ensure monitoring and evaluation is carried out effectively in order to measure outcomes and impact.
7. Actively promote equality of opportunity in all areas of work in line with Positive Youth Foundation's Equal Opportunities Policy and relevant action plans.
8. To ensure satisfactory levels of health and safety and safeguarding at sessions in accordance with PYF procedures, in particular within the risk context of the work.
9. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to PYF's Policies and Procedures.



Positive Youth Foundation | Company Number: 07613299 | Charity Number: 1145284



Person Specification

Area	Description
Knowledge:	<p>Understanding challenges facing young people living in inner-city communities and how these can be overcome, particularly those associated with risky behaviours</p> <p>Knowledge and awareness of issues surrounding safeguarding children and young people at risk, in particular within a targeted youth work setting</p> <p>Understanding of designing effective engagement programmes which use sport to tackle challenges faced by young people, including employability skills, exploitation and health inequalities</p> <p>Broad knowledge of community sport for development structures at an operational and strategic level at a local, regional and national level</p> <p>Knowledge of grant funded programme requirements</p> <p>Understanding of monitoring and evaluation processes to evidence outcomes</p>
Skills and Abilities:	<p>Able accurately record information relating to outcomes met by programmes</p> <p>Ability to engage and communicate effectively with young people, colleagues and external agencies, including high levels of personal communication and a good level of IT skills.</p> <p>Be reliable and punctual, with the willingness to work evenings and weekends as well as additional hours as the business requires</p> <p>Ability to be flexible, adaptable and a good team player</p> <p>Able to plan and deliver bespoke schemes of work which maintain the interest of young people</p> <p>Able to manage and support groups of young people who may initially demonstrate challenging behaviours</p> <p>Able to motivate staff and volunteers to deliver high quality provision and assist their personal training needs</p>
Experience:	<p>Minimum 2 years' experience of sport for development and/or physical activity working with young people from inner-city communities</p> <p>Minimum 12 months' experience of managing volunteers and staff in a sport and/or physical activity setting</p> <p>Development and implementation of bespoke sport and physical activity projects, which include partnership working and monitoring and evaluation</p>
Educational:	<p>Open for discussion, though the ideal candidate will have at least A-C level GCSE in English and Maths.</p>

Safeguarding

PYF puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues. An enhanced DBS check is required for this role.

Equal Opportunities

PYF are fully committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.