

**Job Description**

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| **Job Title:** CYP Active Life Coordinator |
| **Responsible To:** Programmes & Operations Team |
| **Hours:** Full-time (37 hours per week) |
| **Status:** Two years fixed term (with possible extension subject to funding) |
| **Salary:** £18,500 to £22,500 FTE per annum (pro-rata) |
| **Holiday Entitlement:** 28 days per annum (pro-rata)  |
| **Location:** Plymouth |
| **Note:** Please note that we are open to a job share |

**About Plymouth Hope & FutureYouth Programme**

Plymouth Hope is a volunteer led organisation established to support social and community cohesion using sports and activities as a tool and support those who are social excluded.. Plymouth Hope made support to children and young people its primary delivery. This programme will deliver specific services and regular activity including sport, Art & wellbeing activities with the aim to better educational performance and improve living conditions, life skills support toward readiness for employment and achieve specific social outcomes.

Asylum-seeking children and young adults arrive here after traumatic journeys through the Sahara Desert, Libya, the Mediterranean Sea and after crossing borders in Europe, such as in Calais. Once here, young people often struggle to adapt to new lives separated from their families and find that navigating the complex asylum and social care systems can be stressful and traumatic. Other young people including refugees, ethnic minorities also have pre-existing in land challenges to access the right support, stay safe and succeed. Poverty is also an endemic issue for children from all background, a challenge to their growth.

We aim to promote the wellbeing of these young people living in Plymouth, through direct support, through building bridges in different communities and through advocating for changes to unfair and discriminatory systems which undermine their wellbeing. We believe that building sustainable relationships of trust and support working with volunteers and the community is the best way to empower young people and enable them to overcome multiple barriers they face within society.

**1. Job & Purpose of the role**

The role is for a highly motivated Active Life Coach who believes in the power of sport, physical activities and the opportunities which the brand of an award-winning Inclusion organisation can give to children and young people in left behind communities. Someone who can play a pivotal role in developing and delivering a successful Inclusive wellbeing and sports programme across all of the Plymouth Hope Active Life areas, whilst helping to educate children in mainstream schools about acceptance and social inclusion. This role is to also put in place the first formal football academy and FA charter standard community club.

This is a new role which offers exciting opportunities in the development, delivery and leadership of a Plymouth Hope new Wellbeing & Sports Activity programmes in which the postholder would be an integral part of delivery. This pioneering initiative is aimed at reaching out into the community and making new active communities among children and young people and better their path toward a safer and better future. This person must have previous experience of working in youth initiatives within a school, club or community context and mainly sports & physical activity. Have an awareness and understanding of the needs and issues that affect children and young people today.

**2. Principal Accountabilities/Responsibilities/Job Summary**

* To be the lead and primary wellbeing, sports & physical activities officer of the #FutureYouthProgramme & Wellbeing Hub programmes
* To coordinate and lead the delivery and active participation in wellbeing and sports activities
* Organise wellbeing induction and write wellbeing plans
* To plan, prepare and manage a high-quality football programme as part of the Hope FC Kids football development and players footballing journeys
* To set up and deliver regular football sessions alongside and as part of the MIDGROUND #EmbraceOurDifferences programme in schools
* To set up and deliver regular football tournaments/events aimed at bringing children and young people together
* To deliver football coaching on mainstream Hope FC Academy Player Development Centres and school holiday camps.
* To help plan, prepare and liaise with other sports coaches to deliver other sports (boxing; swimming etc..)
* Responsible for reporting back on overall achievement and general updates for each sport programme.
* Quality assurance of football sessions delivered by Hope FC in all areas making sure Plymouth Hope/Club’s safeguarding guidelines are in place and all compliance measures are enforced.
* Updating the on-line upshot Monitoring and Evaluation system with participants details
* Liaise regularly with other Officers within the city including Primary Schools, Community Development, Health and Wellbeing centres, Interventions, and Employability in order to share good practise and attend regular Officers meetings to promote cross working at all times and make Plymouth Hope sports programmes known
* Liaise with the Communications Team on a regular basis to increase the profile of the sports programmes and seek new ways of attracting new participants through all social media outlets as well as on the ground/face to face engagement
* To create, maintain and update media information, and case studies to measure the impact of the programmes.
* Liaise with internal and external partners throughout including Premier League, County FA’s, Primary and Secondary School staff, Local Authority Sports Development Teams, sector partners such as Grass Roots Club’s, and any other relevant partners in Plymouth, Devon, Cornwall.
* Organise and support Special Events to assist in the promotion of the #FutureYouth programme activities, this may include matchdays and fundraising events.
* To commit to other duties required in line with the responsibilities of the post.

**Other responsibilities will include:**

* Work flexibly to ensure full and supportive delivery of the programme which may include evening/weekend working.
* Commit to ongoing self-directed learning in order to further develop work-related skills and knowledge.
* Work with due regard for Plymouth Hope values and behaviours.
* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the organisation.
* Ensure the effective implementation of and adherence to the organisation Equal Opportunities and Health & Safety policies and procedures.

**Please Note:** This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

**3. Knowledge/Experience/Technical Skills**

**Essential:**

**Knowledge/Qualifications**

* Sound sports development or school sport / primarily football coaching knowledge and experience.
* Possess an FA coaching qualification minimum Level 2 standard.
* Possess a relevant degree or equivalent qualification
* Personal trainer qualification.

**Experience**

* Experience of working with young people from different background and social status.
* Experience of working in schools, community centre, youth clubs
* Experience of planning and delivery football coaching sessions
* Experience of supervising volunteers and sports coaches
* Experience of working as part of a team and adapting to different teams

**Technical Skills**

* Working knowledge of Microsoft Office
* Writing reports
* Excellent communication/presentation skills both written and verbal
* Excellent organisational, planning and administrative skills, including time management, prioritisation of workloads, and be able to complete tasks to quality service standards.
* Good organisational and prioritising skills

**Attributes**

* Commitment to high quality sport & physical activity provision and committed to providing the best possible opportunities for all participants.
* The ability to develop and maintain relationships with parents, schools and their staff including head teachers, PE teachers and receptionists, caseworkers from support organisations including refugees and migrants’ agencies
* Ability to support the team manage partnerships effectively and concisely so external partners are satisfied with our work.
* Ability and willingness to work flexible hours, including some evenings and weekends.
* Self-motivated and the ability to work well within a team.
* Must be able to represent Plymouth Hope in a confident and professional manner and have the ability to communicate effectively to a range of stakeholders

**Other**

* A flexible approach towards working practice and working hours
* Ability to travel on business when required

**Desirable:**

**Knowledge/Qualifications**

* University/Degree level qualification
* Possess sports level 2 qualifications /relevant experience in other suitable sports.
* Possess an FA coaching qualification minimum Level 2 standard.
* Qualification in Play activity
* Qualifications in other sports

**Experience**

* Experience presenting to a classroom of primary school children
* Previous experience of working within a community-based Organisation.
* Experience of promoting activities to a wide varied audience via different means including social media.
* Experience of engaging and maintaining relationships with parents from different social background

**Technical Skills**

* Possess clean driving licence or be working toward getting a licence
* Experience of using data systems
* Sport coach by nature
* Good negotiation skills

**Other**

* Full clean driving license and access to a motor vehicle for work purposes

**Our behaviours:**

* We know why we’re here: we appreciate the unique influence we, as role models, have on young people and the wider Plymouth community
* We know where we’re going: we are clear on what we aim to achieve, as individuals and as part of the wider team at Plymouth Hope
* We are fully Inclusive: our foundations are laid on bringing people together and making sure individuals and people from different background can accept each other
* We communicate effectively: we listen to each other and keep colleagues fully informed of our work, sharing mistakes and challenges as well as successes
* We respect: we seek to understand the challenges others face and treat our colleagues and participants how we expect to be treated ourselves
* We are professional: we are punctual, reliable and aspire to the highest standards in everything we do
* We take responsibility: we take ownership for own performance and put in our fair share of time and effort to support our participants and the rest of the team
* We are always improving: We reflect, look to develop and evolve, to make things better for our team and the people we support
* We are brave: We think outside the box, are not afraid to take measured risks, but know when to ask for help and support each other when things don’t go to plan
* We share success: We are proud of what we do as a team and actively celebrate each other’s good work, sharing credit wherever it’s due.

**Applying for this role:**

To find out more about the role, please send an email to info@plymouthhope.org.uk and request a call

To apply, please use or request an application form you will need to submit with a CV and a cover letter.

**Deadline for applications:** 23rd September 2021