



Job Information Pack

Development Officer – Girls Football Programmes

Fixed Term Contract to 31 July 2024

August 2023



“There’s absolutely no doubt in my mind that without the Youth Sport Trust, I would definitely not be where I am today.”

Jay — Young Ambassador

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About the Youth Sport Trust

*Children only get one childhood -
let's make it count..*

Who we are and what we do

We are the UK's leading charity improving every young person's education and development through play and sport. Our vision is a future where every child enjoys the life changing benefits of play and sport.

Sport gives young people a platform to have their voice heard and a place where they feel they belong. and we are on a mission to harness this extraordinary power to change young lives today and help them build a brighter tomorrow.

We are passionate about enabling all children unlock their full potential through high quality inclusive and innovative play, physical education and sport opportunities. Over 25 years we have developed a unique way of maximising the power of sport to grow young people, schools and communities through the development of physical and mental health, fostering inclusion and building character and leadership skills.

We empower young people through supportive environments, so they can grow self-confidence and find friendship.

We equip educators, grow networks and build communities of practice to demonstrate and advocate the impact of play and sport on school improvement and educational outcomes.

We inspire changemakers who lead the change they want to see in the world.

Together, we can reduce the impact of childhood inequalities and ensure that every young person achieves their personal best.



Why we exist

Young people's wellbeing is in decline. They are moving less and spending less time outdoors. Too many are inactive and unprepared to confidently face their future

A Generation of young people face physical and mental health challenges and increasing social and economic inequalities. These have been further exacerbated by Covid negatively impacting their ability to learn and thrive,

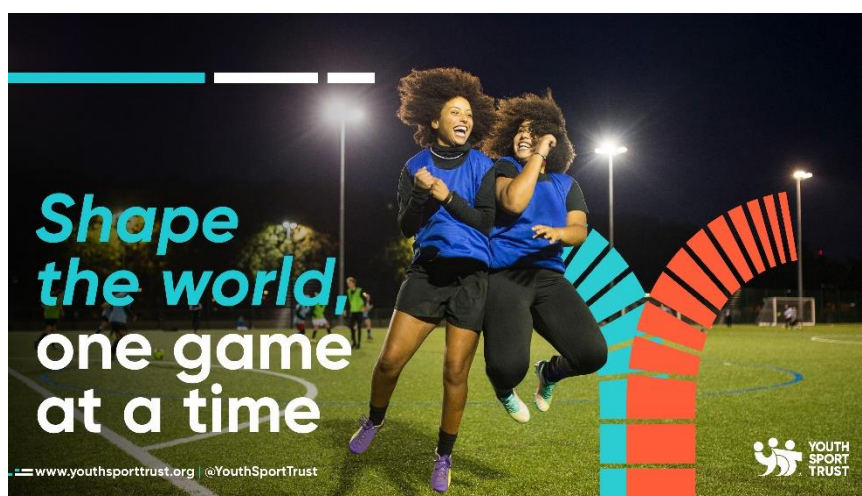
In the UK, our children are among the most unhappy in the world and the least positive about their future.

- Young people are moving less, feeling more isolated and experiencing poorer mental health which impacts on the whole family
- Children have more tech yet struggle with a lack of meaningful person to person connection.
- Young people are more physically and mentally unwell than ever before
- We are facing a crisis of childhood obesity, loneliness and low life satisfaction
- This is overwhelming our education and social care systems
- The gap in life skills for work is even greater in the most deprived areas
- Parents are feeling time pressured and unsure how to encourage their children to enjoy sport – the most physically inactive generation yet

Our Values

Our values are our moral compass and guide the attitudes and behaviours required of us to achieve our vision. They provide an accountability framework for how we work internally with each other and with our customers and clients. They are also currently being refreshed in line with the new strategy.

- Be **courageous** and tackle big issues
- Take **responsibility** for what needs to be done
- Act with **integrity** in everything we do
- Place **inclusion** at our heart
- Grow through **collaboration**
- Earn **trust** through our actions.



Youth Sport Trust 2022 – 2035 Strategy

In May 2022 we launched our brand new 2022-2035 strategy, 'Inspiring Changemakers - Building Belonging'. Through it, our aim is to galvanise and **inspire changemakers** to transform attitudes, improve practice and drive policy change. Together we want to harness the power of play and sport to **build belonging** for a generation, improving their health, fostering inclusion and developing character and leadership.

This strategy has three objectives:

- **Urgent action** - Build back healthier, happier and more resilient young people and level the playing field for those most disadvantaged.
- **Generational shift** - To balance the demands of the digital age through the human connection of physical play and sport
- **Societal change** - Transform society's perceptions and attitudes towards the importance of physical literacy, play and sport in the education and development of young people.

These objectives will be delivered through six tactics:

1. **Equip educators** to rebuild wellbeing and **level up life chances** of young people most affected by Covid-19, and those suffering from the effect of inequalities.
2. **Empower young people** by unleashing a nationwide community of young leaders, who harness the positive power of play and sport to improve wellbeing, **build friendships, and foster understanding**.
3. **Unite a movement of organisations** to reclaim play and sport at the heart of every school, and make it **fun for everyone**.
4. **Mobilise influencers in all areas of public life** to make the decline of physical activity levels and human connection in a digital age matters of national concern.
5. Help **families** understand and champion their children's physical literacy and its importance to a healthy and **happy childhood**.
6. **Change from within** by **increasing our impact** on, connection with, and relevance to a changing world.

Our History

Established in 1995 by Sir John Beckwith (President) & Duncan Goodhew MBE (Vice President), the Youth Sport Trust has grown from a team of 4 to just over 110 today. Over its 24 year life, the Youth Sport Trust has been through four major phases in its development:

1995 – 1997

The first two years of the organisation saw it pioneer the renowned “TOPs” programmes. TOPs was a suite of seven programmes designed to support teachers and coaches deliver high quality PE and school sport programmes for young people from 18 months to 18 years. The TOPs programmes were supported by sponsorship from BT and lottery funding, and were implemented through partnerships with Local Education Authorities and the Home Country Sports Councils. This era of the organisations development was characterised by creating world leading content.

1997 – 2010

This period coincided with the introduction of the government's Specialist Schools strategy and a National PE and School Sport Strategy. The Youth Sport Trust partnered the DCMS and (the then) DFEE in implementing a national network of 450 School Sport Partnerships embracing every primary, secondary and special school in England. Each School Sport Partnership was hosted by a Specialist Sports college and played a strategic role in planning and delivering PE and school sport in a local area. This era of the organisations development was characterised by building a world leading structure and local delivery.

2010 – 2012

These two years were dominated by a focus on the build up to the London 2012 Olympic and Paralympic Games. New programmes such as the School Games, Change 4 Life Sports Clubs, Young Ambassadors and Project Ability were all inspired by the Games and allowed the organisation to bring added momentum to work around competitive school sport, volunteering, and inclusion. This era of the organisation's development was characterised by the delivery of national programmes through high quality training and professional development.

Since 2012

The organisation has been focussed on sustaining and growing local, self improving networks of schools playing a role building local strategies which align and connect a range of Youth Sport Trust (YST) and government funded programmes and interventions such as the Primary PE and School Sport Premium and YST Start to Move.

Our current strategic plan can be found <https://www.youthsporttrust.org/about/what-we-do/our-strategy>



About the Role

As someone who has managed projects in sport development you have an insight into the power of sport to transform the lives of young people. Now you are looking for an opportunity to use your experience and drive to make a difference. This role as Development Officer for Girls' Football Programmes at the Youth Sport Trust (YST) is the platform you are looking for. We want you to be part of the team delivering the YST's unique work with the Football Association (The FA) to transform Girls' Football.

Join us and you will help increase girls' participation in school football, broaden the participation base and the development of character skills through football. Your remit will be to collaborate with colleagues and external stakeholders to lead the development and implementation of high-profile programmes such as Disney Inspired Shooting Stars and Barclays Game On – GO Lead. This will involve marketing and promoting the benefits of the programmes to the key target audiences utilising a variety of different communication methods as well as developing content and supporting event delivery. You will also create project plans to support the delivery of programme elements, ensuring activity is delivered on time and to budget. Important will be the ability to evaluate programme effectiveness, produce progress reports and share learning with colleagues and external partners.

Much of your success will depend on you having supported or project managed complex, long term projects in sports development. You will have experience of working within the school landscape and/or grass roots sport. You will be used to co-ordinating work with external partners, including National Governing Bodies of Sport, and are effective at building relationships. You must possess strong analytical, problem solving and communication skills. You will also have good knowledge and understanding of The FA's strategy for Girls and Women's Football.

In return you will get to join a passionate and forward-thinking charity committed to improving children's lives. As a member of the team, we guarantee you will feel very much part of our mission and will experience fun, challenge and fulfilment in your role. Our values underpin everything we do, and we pride ourselves on a work culture which fosters innovation, creativity, and personal passion. Benefits include generous annual leave entitlement, health cash plan, employee assistance programme and volunteering days. In 2023 we were ranked one of the best Mid-Sized Companies to work for in the UK.

If you have the skills to support our work and share our passionate belief in the benefits of sport for young people, we would like to hear from you. To apply please visit <http://jobs.youthsporttrust.org> and complete an online application.

This role requires an enhanced DBS check.

The Youth Sport Trust believes that diversity drives excellence, and that representation is important. The Trust therefore positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, sex, gender identity, religion, sexual orientation, disability, or nationality.

Closing date: 7 September 2023 at 11:59pm

Interview date: 19 September 2023 in Loughborough

Reg Charity No: 1086915

Job Description

Position	Development Officer - Girls' Football Programmes
Grade:	D
Reporting to:	Development Manager - Girls' Football Programmes
Responsible for:	N/A
Car Allowance:	No
DBS Check:	Yes
Location:	Hybrid - Loughborough 1- 2 days per week

Overall Role:

- Working in collaboration with The FA to transform Girls Football in schools by increasing girls' participation in and through football both inside and outside of curriculum time.
- Project manage the delivery of programmes in Primary and Secondary settings through The FA Girls' Football School Partnership network.
- Lead on the development and implementation of high-profile programmes such as Disney inspired Shooting Stars and Barclays Game On – GO Lead
- Develop a retention plan to keep schools engaged in the Girls Football programmes.
- Ensure connectivity with community partners to encourage the transition of young people from school to community settings.
- Work closely with colleagues, to build and strengthen the relationship between the YST and The FA.
- Work with key stakeholders in youth sport, education and football.

Duties and Responsibilities:

Building Relationships

- Build effective working relationships with colleagues and stakeholders (within The FA) to support delivery of programmes.
- Regularly update external partners on relevant information, where appropriate.
- Contribute to the culture to ensure an effective team.

Programme Development

- Use a variety of methods to communicate effectively with delivery practitioners.
- Promote the impact of Girls Football programmes to increase programme participation.
- Develop content for the Girls Football programmes and support event delivery when required.
- Ensure the development of the Girls Football programmes is aligned with the YST strategic outcomes.
- Work with the marketing and communications team to ensure effective communication of Girls Football programmes to all our networks to increase participation.

Project Planning and Delivery

- Develop project plans to support the delivery of the programmes.
- Maximise opportunities to align Girls Football programmes with other programmes across YST.
- Manage the budget for the Girls Football programmes you are responsible for.
- Effectively utilise the Youth Sport Trust's communication tools and timelines to communicate key messages, in line with YST and FA communication protocols.

- Identify areas for improvement and set targets to ensure project plans for all programmes are continually reviewed and improved.

Data Analysis, Evaluation and Reporting

- Provide regular progress reports against agreed KPI's.
- Manage and analyse data to ensure effective tracking, communication and reporting, and share these with funders and stakeholders.
- Identify, evaluate and manage risk to programme delivery.
- Monitor the impact of Girls Football programmes and collect examples of best practice and case studies.

General

- Adhere to all relevant safeguarding policies and procedures and report any concerns.
- Work within our equality & diversity, data protection, information security and health and safety policies and guidelines.
- Promote, uphold, and demonstrate the Youth Sport Trust values of Trust, Responsibility, Integrity and Partnership Working
- Be prepared for some travel across the UK to support the delivery of the FA programmes.
- Any other duties which may be reasonably required from time to time, and which are commensurate with the post.

Person Specification

Development Officer - Girls' Football Programmes

Applicants for this position should be able to satisfy the following criteria:

Experience	Essential	Desirable
1. Proven experience of project managing/supporting multiple long term projects in sport development	✓	
2. Have proven experience of working within the school landscape and/or grassroots sport	✓	
3. Proven communication skills with an ability to communicate effectively and influence a range of audiences and stakeholders	✓	
4. Experience of co-ordinating work with external partners (including National Governing Bodies of Sport)	✓	
5. An ability to produce and present written and verbal reports	✓	
6. Experience of utilising management information systems and databases for keeping records		✓
7. Proven experience of financial management including control of budgets, information management and producing simple financial reports		✓
8. Knowledge and understanding of The FA's strategy for Girls and Women's Football	✓	
Personal Qualities		
1. Self reliant, pro-active, able to take responsibility for areas of work and display initiative in solving problems	✓	
2. Excellent interpersonal and team skills with the ability to deal with a wide range of people, and capability to communicate effectively with all a range of internal and external stakeholders.	✓	
3. Ability to work effectively and proactively on own initiative	✓	
4. Excellent written and verbal communication skills	✓	
5. Excellent organisational and planning skills	✓	
6. Ability to compete priorities, achieve targets and respond quickly and flexibly to changing needs and tight deadlines.	✓	
7. Ability to make correct decisions and respond positively when under pressure	✓	

Terms and Conditions

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The information provided below may be helpful to applicants as a guide but should not be treated as a substitute for a full contract of employment. Please note that terms and conditions will be a pro-rated for part time appointments as appropriate.

Hours of Work

This position is offered on a full-time basis of 37 hours a week. Furthermore, you will be expected to work the hours necessary to fulfil your duties satisfactorily. Funding for this position is in place until the end of July 2024.

Salary

The salary for this position will be £28,000 per annum.

Location

This role can be based in our Loughborough office on the Loughborough University campus or can be a blend of working from our Loughborough office and working from home, on the basis of a minimum of 1 day worked in the office and the remainder worked from home each week.

Annual Leave

This post has an annual leave entitlement of 25 days which may be taken, subject to approval by line manager, at any time of the year. In addition, there will be 8 bank holidays and 5 additional days which the Youth Sport Trust determines on an annual basis. These allowances will be pro rata for part time and temporary positions.

Pension

On the start of your third month of continuous service with the Trust you will be contractually enrolled into the pension scheme nominated by the Trust. Upon joining the scheme, you will receive 5% employer pension contribution, based on your basic salary. Full details of the Qualifying Scheme are available from HR.

Health Cash Plan

The Youth Sport Trust recognises the importance of maintaining good health and wishes to support employees and their families with this. We provide all employees with access to a health cash plan that allows employees to reclaim costs for a range of medical care and treatment costs.

Volunteer Days

The Trust recognises the importance of volunteering and as such provides up to 5 days volunteer leave per annum. 3 days are paid, the remaining are unpaid.

Interest Free Season Ticket Travel

The Youth Sport Trust offers interest free loans for employees to purchase bus or train season tickets.

Probation & Career Development

Initial appointment to the Youth Sport Trust is subject to a six month probationary period. All posts in the Youth Sport Trust are subject to an annual appraisal process with a formal six month review. Annual pay awards are performance related and linked to appraisals and further information on this will be provided upon appointment.

The Youth Sport Trust has identified a number of competencies that are aligned to our values. Competencies are the behaviours and skills that define successful performance in the work place and provide an understanding of what is required to be effective within a role and to develop in your career. Competencies allow for an individual's performance to be evaluated not just on outcomes but also on how they achieve those outcomes. Typically, competencies are used to provide people with more clarity about what is expected of them, what is acceptable and unacceptable performance, as well as supporting the values of an organisation.

The framework for Youth Sport Trust has been developed with input from all managers and employees across the organisation. There are 16 competencies in total and employees work with their managers to identify those that are most appropriate to them and their development. We have one core competency that is critical for all employees which is "Living Out The Company Values".

Pre – Employment Checks

Any offer of employment will be conditional on:

- The receipt of two references to the Youth Sport Trust. One referee must be your current or most recent employer.
- Satisfactory documentary evidence of your eligibility to work in the UK in accordance with current legislative requirements.
- Your written confirmation that the information provided on your application is correct.
- Satisfactory verification of your professional qualifications
- If the post involves training, supervising, working with and /or being in sole charge of children and young people you will be required to apply for a disclosure from the Disclosure and Barring Services (DBS). This was previously known as the CRB check and is an impartial and confidential document that details an individual's criminal record, and where appropriate, details of those who are banned from working with children. The offer of employment will be conditional on the disclosure proving satisfactory to the Youth Sport Trust. The Youth Sport Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

How to Apply

Applications should be made using the online Youth Sport Trust application form. For further details and access to the online form please visit <http://jobs.youthsporttrust.org> and click on the appropriate vacancy. Please ensure you submit your application no later than 11:59pm on 7 September 2023.

Selection

Selection will take place on 8 September 2023.

Interview

Interviews will take place on 19 September 2023 in our Loughborough Office. The format of the interviews will be confirmed if you are selected, but please be aware that the format usually consists of job focused individual activities, followed by a panel interview.

Equal Opportunities

Youth Sport Trust positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality.

Further information on the Youth Sport Trust

If you would like further information on the Youth Sport Trust, please refer to the YST website www.youthsporttrust.org

