



**YOUTH  
SPORT  
TRUST**

**Background Information Pack  
Project Support Co-ordinator – Sport  
March 2019**



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

**Jay Roper —**  
*Team Leader and Young Ambassador 2008-2011*

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# About the Youth Sport Trust

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***We are a national independent charity passionate about creating a future where every child enjoys the life-changing benefits that come from play and sport.***

We are passionate about helping all children unlock their full potential through high quality, inclusive and innovative physical education and sport opportunities. Over 20 years we have developed a unique way of maximising the power of sport to grow young people, schools and communities through the development of qualities such as creativity, aspiration, resilience and empathy.

Through the power of sport we focus on the following six key objectives that underpin everything we do:

## Transforming physical education

***Transform PE's place in the curriculum, putting it at the centre of wellbeing and achievement in education.***

We will work with teachers, young people, parents and policymakers to maximise PE's potential to improve children's wellbeing and achievement.

## Removing barriers to sport

***Harness global best practice to ensure youth sport in the UK is inclusive, accessible and fun***

We will support schools, clubs and families to remove the causes of negative experiences for young people.

## Unlocking potential

***Unlock sport's potential at every stage of a child's life, especially where they face inequality or disadvantage***

We will work to close the gaps created by inequality and disadvantage, particularly at key transitional moments in a young person's life like starting or changing school and preparing for employment.

## Empowering activism

***Empower young people through sport to become local activists, tackling the issues of their generation***

We will equip them with the skills, confidence and opportunities to lead change in their communities.

## Championing insight

***Champion the impact of physical activity, PE and sport through research and insight***

We will establish a research and innovation hub which evidences improvements to children's wellbeing and achievement.

## Strengthening foundations

***Strengthen our foundations to ensure we can sustain our mission***

We will deliver our charitable objectives through good governance, a skilled workforce and sustainable income

Through our insight, expertise and partnerships with primary, secondary and special educational needs schools and practitioners over the past two decades, we have developed unique solutions to maximise the power of sport to grow young people, impacting on their physical, social and emotional wellbeing. Our latest impact report <http://impact.youthsporttrust.org/> provides an insight of our achievements and demonstrates the breadth of opportunities we are giving schools and young people across the country and around the world.

The three principle elements of our mission to create a brighter future for young people include:

## Wellbeing

Our work builds the foundations of movement within children, equipping them with the confidence, competence and enjoyment of sport needed for a lifetime of activity, and good physical and emotional health.

## Leadership

Our work supports the personal development of young people and their progress at school, as well as preparing them for the challenges of life ahead. We support young people to develop a range of positive character traits and employability skills.

## Achievement

PE and sport, delivered well, is proven to impact positively on attainment and academic achievement. It can enhance cognitive performance, engage young people more readily in learning, and support the development of skills needed for success in and out of the classroom – communication, teamwork and self management.

These are delivered through partnerships with corporate sponsors, government, sport, health and education stakeholders, as well as schools and local communities. Our work is UK-wide, and we also undertake an impressive international programme of work.

## 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.

1. **Trust** - We earn trust from others through honesty and reliability
2. **Responsibility** – We commit to what we do by taking ownership and being accountable
3. **Integrity** - We hold up the mirror to ourselves to do the right thing
4. **Partnership Working** - We take a shared responsibility approach to working with others and respect difference to get the best out of ourselves and others.



## About the Role

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The Youth Sport Trust is currently recruiting for a Project Co-ordinator within the Project, Support Team. This team's remit is to provide support to programmes, projects and internal and external customers across the whole of the Youth Sport Trust.

This post will involve working closely with the Programme Managers in the Sport team to ensure the efficient and effective delivery of these projects.

Whilst there are named projects associated with the roles, the Project Support Team operates flexibly to ensure all programmes and projects are supported effectively at all times. Some of the key projects associated with this post are detailed below:

### **Healthy Lifestyle Champions**

This programme aims to use the influence of peer leadership to empower young people to engage their peers in a festival and a block of 10-week non-traditional activity. This role will involve administration support in clear communication with schools and partners, athlete visit coordination, school payments and more.

### **School Games – School Level**

Supporting the development of all work related to the School Games through NGB engagement, Multi skills festivals, Competition Organiser training and linking in with the team supporting the School Games website. This role will involve providing administration support to programme managers, communication with schools and partners and support in event organisation.

<https://www.yourschoolgames.com/about-the-games>

### **School Games Mark**

This award recognises a school's commitment to the development of competition across PE and sport in their school and community. The mark window opens for three months and this role provides support to schools applying for the award by offering guidance and advice. An important aspect of this role is to field queries effectively and support colleagues in the field directly helping schools with this process. <https://www.yourschoolgames.com/how-it-works/school-games-mark/>

An administrator who is experienced in working in a customer focused, deadline driven environment, you know how to juggle multiple projects, update databases, use MS Office (Word, Excel, PowerPoint and Outlook) and coordinate work with external partners. This experience has given you the ability to work as part of a team, respond quickly to changing priorities, communicate effectively both face-to-face and in writing and produce accurate work to tight timescales. Put all these skills to good use working as part of the team that is changing young people's lives through sport.

This role will be supporting on a number of the residential training camps organised by the Youth Sport Trust. Therefore, the role will be expected to work the weekends of these camps and receive relevant time in lieu.



# Job Description

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<b>Position:</b>	Project Co-ordinator - Sport
<b>Grade:</b>	F
<b>Responsible to:</b>	Project Officer - Sport
<b>Responsible for:</b>	None
<b>Car Allowance:</b>	No
<b>DBS Required:</b>	No
<b>Issue Date:</b>	March 2019

## **Overall Role:**

- Provide effective project delivery support and co-ordination for Sport Team related programmes, including events/training logistics, resource preparation/distribution and workforce deployment.
- Provide effective management of, and efficient response to, day to day programme queries, including communication with schools and other key stakeholders.
- Support the Project Support Team to implement consistent, efficient and effective ways of working.
- Maximise the use of internal, centralised systems (e.g. CRM, SAGE etc) to ensure programme data and information is centrally accessible and financial processes are adhered to.

## **Duties and Responsibilities:**

### **Relationship Management**

- Work with internal colleagues and external stakeholders to manage and resolve any queries and problems in a timely and effective manner.
- Build relationships with programme Development Managers and external stakeholders to ensure a sound understanding of project needs and expectations.

### **Teamwork**

- Work with Project Officers and programme Development Managers to achieve project and organisational targets.
- Proactively share ways of working and best practice across the Project Support Team and the wider organisation.
- Recognise when others need help, respond positively and support when appropriate to ensure the Project Support Team operates efficiently and effectively.

## **Results Driven**

- Utilise Youth Sport Trust systems and processes to ensure data and information is accurate and consistent ways of working are shared and used across the Project Support Team.
- Prioritise work to meet tight deadlines and adjust to changing demands, without compromising on quality.
- Support Project Officers with the identification and implementation of system and process improvement to drive efficient and effective ways of working.

## **Communication**

- Communicate with external stakeholders in line with the requirements of the programmes ensuring that the information is accurate and appropriate.
- Agree the most appropriate way to communicate effectively with programme Development Managers to ensure they are informed of project progress.

## **Analytical Thinking and Decision Making**

- Ensure relevant internal databases and systems (e.g. CRM etc) are kept up to date to ensure accurate data and information is centrally accessible and consistently reported.
- Ensure all financial transactions are logged accurately through SAGE, in accordance with internal financial processes and procedures, to support effective budget management and analysis.
- Support Project Officers to identify challenges/risks and propose solutions.

## **Planning and Organisation**

- Work effectively against established project plans and update accordingly.
- Flexibly manage a varied workload to ensure programme delivery targets are achieved and actions delivered.
- Organise logistics for meetings, events and training, including venue selection, resource preparation/distribution and workforce deployment.

## **General**

- Any other duties which may be reasonably required and which are commensurate with

# Person Specification

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## Project Co-ordinator

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

### Experience

	Essential	Desirable
1. Proven administration experience within a busy project delivery environment.	✓	
2. Experience of working within Project Support, providing support to specific projects and associated tasks.	✓	
3. Experience of utilising databases for keeping records.	✓	
4. Experience of Microsoft Office (including Word, Excel, PowerPoint and Outlook).	✓	
5. Experience of co-ordinating work with external partners (e.g. other agencies and individuals)	✓	
6. Experience of organising events.		✓
7. Experience of monitoring budgets		✓

### Personal Qualities

1. Ability to produce accurate work to tight deadlines	✓	
2. Passionate about providing excellent project delivery service.	✓	
3. Excellent written and verbal communication skills (face to face, emails and on the telephone)	✓	
4. Able to work as part of a team with a positive and helpful attitude.	✓	
5. Organised and methodical when approaching tasks	✓	
6. Excellent interpersonal skills with the ability to deal with a wide range of people.	✓	
7. Work as part of a team with a positive and helpful attitude.	✓	
8. Ability to complete priorities, achieve targets and respond quickly and flexibly to changing needs and demands.	✓	
9. The ability to work the weekends on residential training camps organised by the Youth Sport Trust and receive relevant time in lieu	✓	

# Terms and Conditions

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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

Our office hours are Monday to Thursday 9.00am – 5.15pm and Friday 9.00am – 4.45pm. Furthermore you will be expected to work the hours necessary to fulfil your duties satisfactorily.

## Salary

Ideally, we are looking to appoint between £17,000 - £18,000 per annum.

## Location

This role is based in our Loughborough office near the Loughborough University campus. The successful candidate will be required to travel to events and schools around the UK as necessary.

## 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.

## 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

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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 10am on 2 April 2019.

## Selection

Selection will take place on 2 April 2019.

## Interview

Interviews will take place in our Loughborough office on 11 April 2019. The format of the interviews will be confirmed if you are selected but please be aware that the format usually consists of group and individual activities, followed by one to one interviews. Therefore, candidates are normally expected to attend from 9.30am until approximately 4pm. Please note, as a charity, it is our policy not to reimburse travel expenses for interviews.

## 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](http://www.youthsporttrust.org)

