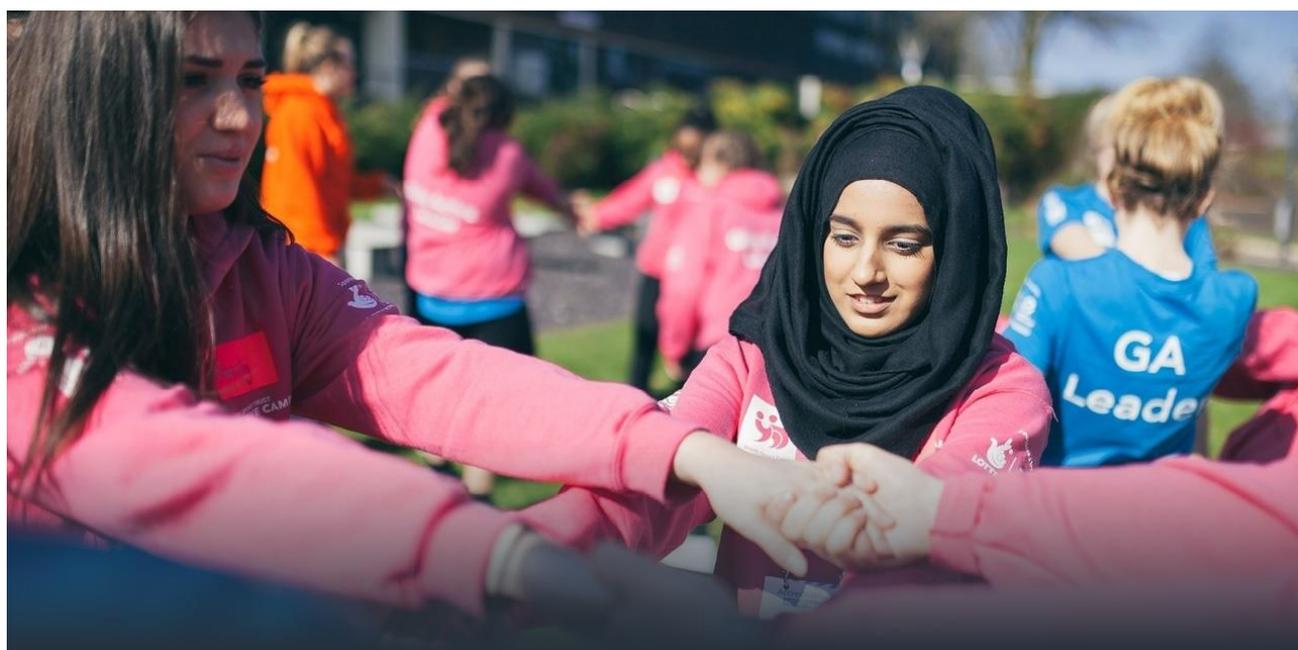




**YOUTH
SPORT
TRUST**

**Background Information Pack
Programme Officer – Inclusion
January 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

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

An effective communicator who is skilled at managing complex projects you are looking for a career move where you can develop your skills and make a positive difference. This role as Programme Officer with the Youth Sport Trust (YST) overseeing and coordinating YST Ability programmes is the opportunity you are ready for.

The Youth Sport Trust is all about changing lives through sport. We are skilled in the use of physical education, physical activity and sport to unlock all young people's potential; we believe every child has a right to physical literacy, and work tirelessly to increase equality. We have a track record in developing creativity, aspirations, resilience and empathy all through the unique vehicle of sport.

As our Programme Officer for Inclusion (Special Educational Needs and Disabilities) you will ensure programmes are effectively planned and implemented, that KPI targets are met and progress and budgeting reporting is delivered to stakeholders; working with National Disability Sports Organisations – (specifically our unique partnership with Special Olympics). Your remit will include overseeing programme monitoring and evaluation processes and ensuring insight captured is used to deliver best practice and sound budget management. Using your experiences of SEND inclusive practice within education, you will develop exciting and innovative ideas, approaches and content to maximise the programmes' profile and impact. The role also needs you to proactively develop internal and external relationships and connectivity as well as ensure efficient and effective communication with stakeholders

A skilled project manager you will have a record of supporting multiple, long term and complex projects. You will have worked within the school landscape and/or the sport talent system where you will have gained expertise in co-ordinating work with external partners as well as solid experience in SEND inclusive practice. An effective communicator you will have strong influencing skills and the ability to produce and present written and verbal reports. Knowledge of budget control and management information systems would be an advantage too.

YST is a passionate and forward-thinking organisation full of committed professionals. 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.



Job Description

Position:	Programme Officer – Inclusion
Grade:	D
Responsible to:	National Manager- Targeted Interventions
Location:	Loughborough
DBS Check:	Yes
Car Allowance:	No
Issue Date:	March 2018

Overall Role:

- Provide effective programme management support and co-ordination for YST Ability programmes, including but not limited to DfE Inclusion 2020 enhanced projects and programmes with National Disability Sports Organisations (specifically our unique partnership with Special Olympics) ensuring targets are met and reported and the programmes is effectively planned and implemented.
- Develop exciting and innovative ideas, approaches and content to maximise the profile and impact of the programme based on your experiences of SEND inclusive practice within education.
- Coordinate and manage monitoring and reporting processes including capturing best practice and budget management for this area of work.
- Work internally and externally to proactively develop relationships and connectivity with other work areas and ensure efficient and effective communication within Youth Sport Trust (YST) and with key external partners.

Duties & Responsibilities:

Programme Management

- Develop clear and concise project plans to support the delivery of the programmes to defined timescales and budget.
- Ensure implications and opportunities across other areas of work within the organisation are investigated and considered when planning and implementing programmes.
- Work with YST Lead Inclusion Schools and key stakeholders to plan and deliver events and disseminate best practice.
- Work with relevant colleagues to identify, evaluate and manage risk to programme delivery.
- Work with the safeguarding team and other staff across YST to ensure the welfare needs of young people with additional needs and disabilities are embedded into the safeguarding plans of your projects but also of others.

Visionary Thinking

- Identify areas for improvement and set targets to ensure the project plan for the programme is delivered effectively.
- Propose solutions to identified challenges independently and in conjunction with other members of the team.

Relationship Management

- Work closely with colleagues across the YST to ensure maximum effect in inclusion of young people with SEND in a range of scenarios.

- Act as point of contact for advice and information regarding SEND inclusion within education.
- Build and establish effective working relationships with internal colleagues and external stakeholders to support delivery of the project.
- Maintain active contact with partners by regularly updating them on relevant information, where appropriate.
- Be an active member of the YST Inclusion Team championing and advocating best inclusive practice.
- Work closely with schools and partners to ensure that the voice of young people with SEN/D is clearly considered within the work of YST

Communication

- Utilise the Youth Sport Trust's communication tools and timelines and know how to use them effectively to communicate key messages internally and externally.
- Explore and utilise a variety of different communication methods to communicate effectively across a range of different levels and audiences.
- Promote and advocate the programme internally and externally, working with internal and external communications teams from the stakeholders involved in the programme.
- Develop content and support event delivery when required.

Data Management and Reporting

- Manage data and develop systems to ensure effective tracking, communication and reporting and share these with key stakeholders including the DfE.
- Work with the research and evaluation team to monitor the impact of programmes and collect personal journey stories and examples of best practice.
- Proactively work with colleagues internally and externally to deliver YST Ability programmes to maximum effect and provide regular progress and budget reports for internal and external use on delivery against the agreed KPI's for programme

General

- Any other duties which may be reasonably required from time to time and which are commensurate with the post.

Person Specification

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.		✓
2. Proven communication skills with an ability to communicate effectively and influence a range of audiences and stakeholders.	✓	
3. Experience of co-ordinating work with external partners (e.g. other agencies and individuals).	✓	
4. An ability to produce and present written and verbal reports.	✓	
5. Experience of utilising management information systems and databases for keeping records.		✓
6. Proven experience of financial management including control of budgets, information management and producing simple financial reports.		✓
7. Proven experience of SEND inclusive practice within the school landscape.		✓
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 & 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 objectively and systematically analyse problems in order to make the most effective decisions, through logical and creative approaches.	✓	

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

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

The salary band for the position is Band D. Ideally we are looking to appoint circa £25,000 per annum. Progression through the scale is currently based on annual performance assessment as part of our annual appraisal scheme.

Location

This role will be based in our Loughborough office, based near Loughborough University campus. The successful candidate will be required to travel to other offices and events 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.

Headspace

The Trust provides access to this health and wellbeing initiative focused on using meditation techniques to help employees to feel happier, sleep better and reduce levels of stress.

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 10am on 24 January 2019.

Selection

Selection will take place by 25 January 2019.

Interview

Interviews will take place in our Loughborough office on 4 February 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