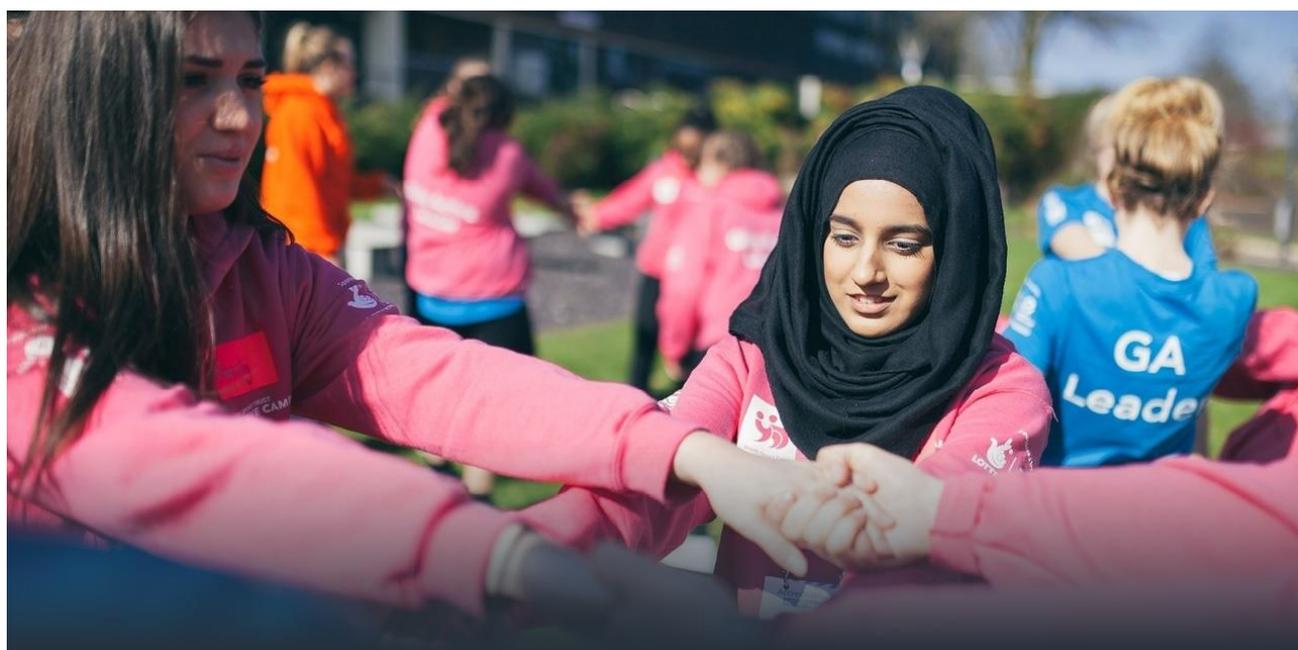




**YOUTH  
SPORT  
TRUST**

**Background Information Pack  
Development Officer: Girls' Football Programmes  
(Maternity Cover -  
Up to 12 months fixed term contact)**



*"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*

# Contents

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About the Youth Sport Trust.....	3
About the role .....	5
Job Description.....	6
Person Specification .....	9
Terms and Conditions.....	10
How to Apply .....	12

# 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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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. You are now looking for an opportunity to use your experience and drive to make a difference. This maternity cover 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 Youth Sport Trust's unique work with The Football Association (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 help run The Football Association Girls' Football School Partnership network including overseeing the deployment and management of the YST Development Coach team. This will involve marketing and promoting the benefits of the programme 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. Importantly you will have the ability to evaluate a programmes effectiveness, produce progress reporting 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 too. You will also have good knowledge and understanding of The Football Association's strategy for Girls and Women's Football.

The Youth Sport Trust 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

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<b>Position</b>	Development Officer: Girls' Football Programmes (Maternity Cover)
<b>Grade:</b>	D
<b>Reporting to:</b>	Development Manager – Girls' Football Programmes
<b>Term:</b>	Up to 12 months fixed term contract
<b>Car Allowance:</b>	No
<b>DBS Check:</b>	Yes
<b>Location:</b>	Loughborough

## Overall Role:

- To be part of a team delivering the Youth Sport Trust's (YST) unique work with The Football Association (FA) to transform girls football through more girls' participating in football in curriculum time, broadening of the participation base, leadership and the development of character skills through the sport.
- Support the management of The Football Association Girls' Football School Partnership network including deployment and management of the YST Development Coach team.
- Project manage the implementation and roll out of a mechanism to demonstrate, reward and recognise the position of Girls' Football in Schools.
- Manage and update a platform for schools to access training, resources and marketing material around Girls' Football.
- Capture insight, data and personal journeys across all programmes and networks related to Girls' Football.
- Organise and deliver a National Residential Camp for young female leaders.
- Pilot and test new programmes with The Football Association.
- Work closely with colleagues internally and externally, building and strengthening the relationship between the YST and The Football Association.
- Support effective programme implementation across all girls' football programmes, contributing to and learning from the organisations wider implementation work.
- Work with key stakeholders in youth sport, education and football.

## Duties and Responsibilities:

### Building Relationships

- Build and establish effective working relationships with internal colleagues (leading on the three projects) and external stakeholders (within The Football Association) in order to support delivery of the programmes and leverage additional value and impact.
- Maintain active contact with further stakeholders including community sport, youth activity and education partners by regularly updating them on relevant information, where appropriate, and recognizing opportunities to do so.
- Build and maintain a strong team environment with colleagues, creating and using appropriate project management forums to ensure an articulate approach to the delivery of these programmes

### **Programme Development**

- Explore and utilise a variety of different communication methods in order to communicate effectively to young people, sharing learning with YST colleagues for our broader corporate benefit.
- Promote and advocate the sports events and leadership, coaching and volunteering programmes internally and externally, working with internal and external colleagues to promote learning opportunities available.
- Develop content and support event delivery when required, through tutoring/mentoring/authoring
- Work as part of the wider solutions teams to ensure effective development, direction and implementation of the programmes, according to the wider strategic outcomes of the YST in that area of expertise e.g. Youth Sport Award, Character Education, working with community partners
- Provide targeted interventions according to the specific programme which enables that piece of work to flourish, increasing the impact on those young people targeted through this work
- Ensure the effective marketing and promotion of the programmes to the key target audiences, building this into YST and The Football Association recruitment programmes, and informing this model through sharing of practice and learning from stakeholders

### **Project Planning and Delivery**

- 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, with any concerns escalated and managed to prevent overlap
- Responsible for managing the budget associated with implementing these programmes, and for meeting targets around take up of major sports event based programmes and recruitment and training of practitioners from schools, community groups and other settings
- Utilise the Youth Sport Trust's communication tools and timelines and know how to use them effectively to communicate key messages internally and externally, whilst understanding the communication protocols of The Football Association and connecting effectively into these.
- Identify areas for improvement and set targets to ensure the overarching project plan for the programmes is continually reviewed and improved

### **Data Analysis, evaluation and reporting**

- Proactively and through use of initiative, work with colleagues internally and externally to deliver the programmes to maximum effect and provide regular progress reports for internal and external use on delivery against the agreed KPI's for the programmes.
- Manage and analyse data and develop systems to ensure effective tracking, communication and reporting and share these with funders and stakeholders.
- Work with the knowledge and evaluation team to monitor the impact of programmes and collect examples of best practice to drive more effective delivery and drive programme uptake.
- Work with relevant colleagues to identify, evaluate and manage risk to programme delivery.
- Develop systems and processes to support the recruitment, selection and administration of athletes and team managers involved in the programme delivery.

### **General**

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 (Maternity Cover)

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

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
1. Proven experience of project managing/supporting multiple, long term projects in sport development	✓	
2. 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	✓	
<b>Personal Qualities</b>		
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

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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 £28,000 per annum and £30,000 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 23 April 2019.

## Selection

Selection will take place on 24 April 2019.

## Interview

Interviews will take place in our Loughborough office on 30 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)

