**** **Suffolk Refugee Support**

**Job Description (March 2019)**

**Job Title: Sports Activities Coordinator**

Accountable to: Youth Coordinator

Hours: 6 hours per week

*to include running a sport group/(s) and preparation/administration/reporting/meetings. Flexibility with working times will be necessary depending on when meetings/training etc. occur.*

Salary: £26,780 FTE for 37 hours per week pro rata to 6 hours a week

Contract: 1 year (subject to a 3 month probationary period.)

Pension: Employer/employee scheme. Up to 6% Pension Contribution with matching employee contribution

Location: Based at Suffolk Refugee Support offices, 38 St Matthew’s Street, Ipswich, IP1 3EP

Employer: Suffolk Refugee Support is a registered charity.

Please note that an Enhanced DBS Check is required for this post. The decision to request a DBS disclosure is made in accordance with the Rehabilitation of Offenders Act 1974. The check will be paid for by Suffolk Refugee Support.

*Due to the nature of the role we require a male\* only*

*\*Permitted under Schedule 9, part 1 of the Equality Act 2010.*

**Context and Purpose of the Job**

Suffolk Refugee Supportis a charity based at St Matthew’s Street in Ipswich, which provides advice and support to refugees and asylum seekers living in Suffolk.

We are looking for a Sports Activities Coordinator to run a group in Ipswich on a weekday evening/(s) where the participants have the opportunity to play a variety of sports. They will also organise six male health and wellbeing workshops during the year.

The purpose of the Sports Activities Group is to provide a space in which males of all ages can relax, socialise and network; and to respond to refugee and asylum seekers’ social and wellbeing needs. The role of the Sports Activities Coordinator is to identify new members; to be responsible for the planning, organising, administration and safe delivery of the sports and health sessions; and to evaluate and report regularly on progress/outcomes. It is expected that the majority of the participants in this group will be Unaccompanied Asylum Seeking Children.

The Sports Activities Coordinator reports directly to the Youth Coordinator and is expected to work closely with the SRS Charity Manager, Operations Manager, Volunteer Recruitment Officer and volunteers.

**Main Deliverables**

* To be responsible for the planning and implementation of the weekly Sports Activities Group in response to the social and wellbeing needs of male refugees and asylum seekers
* To develop opportunities for men to experience a number of new sporting activities in partnership with external providers and utilising common resources such as the park. These are likely to include football, kick boxing, badminton and table tennis.
* To explore and develop sporting links with clubs and centres in the local area and to encourage the acceptance and appropriate inclusion of asylum seekers and refugees into their activities. To negotiate discounts on costs of activities wherever possible.
* To encourage long term independent attendance at new sporting clubs/groups in the local area
* To plan a minimum of six health sessions a year on male health and wellbeing subjects, identifying and contacting outside organisations and speakers to arrange delivery of sessions
* To provide a welcoming and fun environment at the group ensuring that the participants enjoy the activities and maintain attendance
* To build confidence in attendees to participate in activities outside the group and thus become more independent and integrated
* To be flexible in approach to this work bearing in mind the diverse cultural backgrounds, limited language attainment and educational skills of the attendees
* To be able to manage the budget for the Sports Activities group and petty cash
* To carry out risk assessments for every new activity and to ensure that the health, safety and wellbeing of the attendees is paramount at all times
* To report and follow up on any safety concerns and/or incidents and accidents according to SRS’s policies
* To develop and use simple monitoring and evaluating processes to ensure the success of the sessions in relation to pre-agreed outcomes
* To work in partnership with staff and external organisations who contribute to the group’s activities
* To work in liaison with the Volunteer Recruitment Officer to ensure that volunteers are fully utilised in the development of activities and ensuring long term attendance by the members. To induct, manage and support volunteers and keep them informed as to what is expected of them.
* To maintain accurate and up to date records of attendees (abiding by GDPR rules) and of activities undertaken
* To carry out regular evaluation of the group’s activities with the attendees/volunteers, and to write reports for management and funders as required
* To attend occasional meetings with staff and volunteers to share information and discuss improvement to service delivery
* To contribute to the effective delivery of all SRS’s services by maintaining regular contact with the rest of the team and being involved in the development of related activities
* To adhere to all codes of conduct and policies of the organisation

**Personal Development**

With the support of the Charity Manager, Youth Coordinator, Operations Manager, staff and Executive Committee, the post-holder will need to effectively manage their own workload, assessing their priorities in terms of the balance between the reactive workload and the medium and long term plans and projects. Opportunities for appropriate training will be given to the post-holder.

**Flexibility**

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job, at the appropriate grade. This job description will therefore be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job.

**Equal Opportunities**

Suffolk Refugee Support is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees – see full information on the attached Equality and Diversity Statement. However, due to the nature of this post we require a male only. This is permitted under Schedule 9, part 1 of the Equality Act 2010.

All new staff will be required to show evidence of permission to work in the UK.

**Person Specification**

Job Title: Part-time Sports Activities Coordinator

Reports to: Youth Coordinator

Please refer to each of these person specification requirements when completing your application form. Essential = E Desirable = D

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| **Knowledge, Skills and Abilities** | **Essential / Desirable** | **Assessment Method** |
| Experience in all aspects of organising and running a sports group | D | Interview/ Application |
| Experience of planning services in partnership with other organisations | E | Interview/ Application |
| Knowledge and experience of male health needs including mental health, particularly of Unaccompanied Asylum Seeking Children | E | Interview/ Application |
| Experience and ability to develop and carry out monitoring and evaluation procedures to evidence positive change – including writing summary reports | E | Interview/ Application |
| Experience of prioritising own workload and working unsupervised in a busy environment | E | Interview/ Application |
| Good communication skills, with the ability to encourage people to participate | E | Interview/ Application |
| Experience of carrying out risk assessments and health and safety procedures | D | Interview/ Application |
| Experience of managing and supporting volunteers from a variety of backgrounds | D | Interview/ Application |
| Experience of working within a multicultural team | D | Interview/ Application |
| First Aid qualified or willing to attend training | E | Interview/ Application |
| A commitment to equal opportunities and anti-discriminatory practice | E | Interview/ Application |

This role is subject to a Disclosure and Barring Service Enhanced Check

***This post is part funded by The National Lottery.***

**Application Process**

Applications must be on an application form and returned to us by **Friday March 29th 2019**.

Please send job applications to:

Ellie Roberts, Operations Manager,

Suffolk Refugee Support,

38 St Matthew’s Street, Ipswich, IP1 3EP

Alternatively, you can email eroberts@suffolkrefugee.org.uk

Successful candidates will be invited to an interview on: **Wednesday 3rd April 2019**