**** **Suffolk Refugee Support**

**Job Description (September 2021)**

**Job Title: Youth Sports & Activities Coordinator**

Accountable to: Operations Manager

Hours: 8 hours per week

*to include running a sports group, supporting at a Youth Group/ Client Engagement Hub and preparation/administration/reporting/meetings. Flexibility with working times will be necessary depending on when meetings/training etc. occur.*

Salary: £5,906 per annum (pro rata from £25,839 FTE for 35 hours per week)

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

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

Location: Mainly offsite at sports and youth club venues, plus our Ipswich town centre office

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 and Activities Coordinator to work with young refugees and asylum seekers in:

* running a male football group in Ipswich on a weekday evening
* supporting our Youth Coordinator in setting up and running a new youth club and client engagement hub. Currently it is expected that this group will run on a Monday evening from about 4.30/5pm.

It is expected that the majority of the participants in these groups will be male Unaccompanied Asylum Seeking Children.

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

**Main Deliverables**

* To be responsible for the planning and implementation of a weekly football group in response to the social and wellbeing needs of male refugees and asylum seekers
* To explore and develop sporting links with existing football clubs in the local area and to encourage the acceptance and appropriate inclusion of asylum seekers and refugees into their teams. To negotiate discounts on costs of activities wherever possible.
* To support our Youth Coordinator in setting up, developing and attending our proposed new Youth Club / Client Engagement Hub.
* To involve the young people in the planning and delivery of the groups, and to be responsive to their changing needs, demographics and locations
* To provide a welcoming and fun environment at the groups ensuring that the participants enjoy the activities and maintain attendance
* To ensure the youth club has suitable activities or guest speakers in line with client needs and interests and funder outcomes.
* To actively seek out and recruit new members to the groups, and to ensure that effective referral pathways to the group are in place
* To build confidence in attendees to participate in activities outside the groups and thus become more independent and integrated
* To be flexible in approach to this work bearing in mind the diverse cultural backgrounds, and limited English language and educational levels of the attendees
* To ensure that young people’s skills, talents and contributions are recognised and rewarded
* To be able to manage the petty cash budget for the football group
* To carry out risk assessments 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

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* To work in partnership with staff and external organisations who contribute to the group’s activities
* To work in liaison with the Volunteer Coordinator to ensure that volunteers are fully utilised in the development of activities. 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, using simple monitoring and evaluating processes 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 Board of Trustees, 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** |
| Flexibility to work two evenings per week, one of which a Monday and also ability to attend occasional daytime meetings | E | Interview/ Application |
| Experience in all aspects of organising and running a football/sport group or youth club | D | 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 - ability to motivate and engage young people, listening to others and working in a non-judgemental way that develops trust | 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

**Application Process**

Applications must be on an application form and returned to us by **12 noon on Thursday 21st October.**

Please send 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](mailto:eroberts@suffolkrefugee.org.uk)

Shortlisted candidates will be invited to an interview. Interviews are likely to take place on Tuesday 2nd November 2021.