

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	London Adult Programme Coordinator
Contract Time	Part Time/Fixed Term/Permanent
Hours Per Week	37.5
Main Location	SE11, London
Reporting To	Manager, Street Soccer London

Street Soccer London provides free football and wrap-around support to disadvantaged and vulnerable people in the community. We work with those experiencing poverty, exclusion, isolation, adverse mental health, homelessness, criminal justice, gang culture and those at risk, using football and personal development programmes to improve wellbeing, self-confidence, social connection and skills.

We do this by providing safe spaces, sense of belonging and building trusted relationships with our team. All our programmes take place in a judgement-free environment that is empathetic and informed by lived experience.

The Adult Programme Coordinator will be responsible for all aspects of programme delivery within all Street Soccer London's projects.

The Adult Programme Coordinator will ensure the programmes and activities for which they are responsible meet all organisational, regulatory, and legislative requirements.

The Adult Programme Coordinator will provide leadership and support to sessional/volunteers to ensure engagement with participants and activities provided are effective, meaningful and of the highest quality.

The Adult Programme Coordinator will be responsible for establishing and maintaining relationships with key internal and external partners and will play an active role in developing and supporting the wider work of Street Soccer London

Key Tasks

- To deliver a range of Street Soccer London programmes and activities within a geographic area.
- To engage meaningfully with socially disadvantaged adults in ways which are consistent with Street Soccer London policy, values and ethos.
- To establish and maintain a range of key relationships pertinent to the delivery of Street Soccer London programmes.

- To provide leadership, support and mentoring to players and volunteers in ways which are compatible with Street Soccer London policy, values, and ethos.
- To support the delivery of regional and national Street Soccer London activities.
- To ensure contractual and regulatory compliance in all activities.
- To ensure full compliance with Governance, HR and Operational Policies and Procedures.

Key Responsibilities

- To develop and deliver a range of Street Soccer London programmes and activities within a specified geographical area.
- To ensure that programme delivery reflects the ethos and values of Street Soccer London and is compliant with all regulatory and legislative requirements.
- To promote Street Soccer London activities and programmes in line with the marketing and outreach plan.
- To engage positively with participants, providing coaching, mentorship and support in ways which are consistent with Street Soccer London policy, values, and ethos.
- To provide leadership and support to volunteers in ways which are consistent with Street Soccer London policy.
- To establish and maintain positive relationships with key external partners.
- To collaborate with colleagues to deliver and/or support a range of regional and national events.
- To manage and monitor all aspects of health and safety across a range of activities.
- To effectively manage resources across activities to ensure programme delivery is efficient and effective.
- To maintain accurate records of all aspects of programme delivery via Street Soccer London's Salesforce system.
- To comply with all internal and external monitoring and reporting requirements, including programme and area evaluations.
- To lead on participant influence and involvement within the area.
- To ensure effective communication across partners both from within and out with the organisation.
- To contribute to the development of the organisation and to participate effectively in a range of internal meetings and fora.
- To represent Street Soccer London at a range of external meetings and networks.

Other Information

- Attend and contribute effectively to Street Soccer London's meetings as requested.
- Ensure own practice complies with all Street Soccer London's policies & procedures, with reference to HR, health & safety, equalities & diversity and confidentiality.
- Abide by the Street Soccer London's Code of Conduct in all work undertaken.
- Develop and promote effective communications, excellence in customer service and focus on continuous improvement and a pro-active approach to best practice.
- Keep abreast of developments within the field and undertake relevant training and learning development as necessary.
- Use own initiative to manage workloads and meet deadlines.

- Perform any other duties appropriate to the position as required and / or at the discretion of Line Manager
- Occasional out of hours work and participation in an on-call rota is required.

Essential Criteria



- Considerable experience in delivering all aspects of the Job Description.
- Demonstrable positive communication skills
- Demonstrable commitment to participant influence and involvement.
- Able to manage and resolve conflict.
- Experience of managing and supporting volunteers and sessional staff.
- Able to generate own work and work with minimum supervision.
- Excellent verbal, written and presentation skills.
- Able to analyse, interpret and deliver information with clarity.
- Numerate and computer – literate.
- Able to work under pressure and deliver results to tight deadlines.
- Flexible, creative approach.
- Ability to establish and sustain trust and confidence with colleagues, customers and the general public promoting and representing Street Soccer London positively and professionally at all levels.
- To work effectively within a team, promoting and contributing to effective communication and working effectively in partnership with other professionals.

Desirable Criteria

- FA Level 2/UEFA C
- Knowledge of the issues affecting socially disadvantaged adults.
- Knowledge of the voluntary sector and experience of the network of services within the local area.
- Experience and knowledge of sports related development.
- Understanding of regulatory frameworks.

Further information on the post is available from **Cameron Black, Central Operations Manager** who can be contacted via email at cameron@streetsoccerlondon.org

More information about Street Soccer London can be found at

- <http://streetsoccerlondon.org>
-  @streetsoccerLDN
-  @streetsoccerLDN