



Sports Programme Manager | Role Description

ABOUT US

Big Leaf Foundation is a small charity working with displaced young people in Surrey. Our aim is to provide a nurturing programme of activities, projects and events that focus on combating social isolation and improving wellbeing for the young people we support.

The experience of arriving in a new country is, for many young people, overwhelming and incredibly difficult. They are often cut off from everything that is familiar to them, leaving them vulnerable to loneliness, isolation, anxiety and boredom. Our founders saw an opportunity to change their situation and help them feel a sense of inclusion within a network of their peers and the wider community.

We want to engage the young people we work with to be excited about the opportunities available to them, and to value their unique talents and abilities so that they can rediscover their potential and move forward with renewed optimism. We want to support and empower these young people to know that they are more than the status they have been given and help them find their place within their local community.

OUR VALUES

Trust & Transparency | Nothing is more important than trust, because so many of our young people have experienced a world in which they can trust nobody. It's essential that we build a relationship based on trust with our young people, and that they have confidence we will always act in their best interests. We achieve this by maintaining high standards of honesty and transparency at all times.

Equality | We create a safe, inclusive environment free from bias, prejudice and hierarchy. We want our young people to grow and explore their potential in a non-judgemental space in which all participants are equal. Empathy and compassion are our watchwords.

Growth | Everything the Big Leaf Foundation does is focused on promoting the personal growth of our young people. We want to help them move beyond the status they have been given as a “displaced persons”, and to understand and explore their unique potential as individuals.

ABOUT THE ROLE

Overview

We are looking for a Sports Programme Manager to contribute to the continued development of Big Leaf activities, particularly, but not limited to, broadening the scope of sporting opportunities for our young people in Surrey.

- **Contract:** Self-employed position funded initially for one year (with option to extend subject to funding).
- **Hours:** Full time (40 hours p/w) including 2 evenings a week for weekly football activities.
- **Salary:** £115 – £135 per day depending on experience
- **Location:** Guildford and Redhill and home-working
- **Reports to:** Line Manager & Trustees
- **Closing date:** 10 May 2022 (6pm)
- **Interviews:** week commencing 16 May 2022

You will be embarking on a challenging and rewarding role that seeks to put young people's needs at the core of the activities we deliver. Your main focus will be on creating and delivering a diverse and exciting sports programme for local displaced young people. This includes the ongoing coordination of our weekly football sessions in Guildford and Redhill; the development of a new cricket programme; and other multi-sports events and programmes based on the young people's interests.

Partnerships are at the core of what we do. As our Sports Programme Manager you will work with existing partners and create new partnerships that support young people to access sports opportunities within local clubs. You will manage sports referrals and support young displaced people with accessing a range of sports activities within Surrey.

Current partners include Social Workers, accommodation providers, local businesses and sports organisations/clubs and other statutory agencies.

You will also be charged with the coordination and management of volunteers and the young people taking part in the activities – working within our Safeguarding policies and procedures to ensure their safety and wellbeing at all times.

Key tasks

- Work with Big Leaf Foundation (BLF) core team to develop and deliver a programme of sports activities for displaced young people in Guildford, Redhill and the surrounding areas, that focus on combating social isolation and improving well-being. This will involve all relevant stakeholders and ensuring feasibility (financial and beneficial feasibility).

- Produce and maintain comprehensive project documentation, including attendees, activities undertaken, progress against approved budget, monitoring of activity quality and outcomes created. Develop detailed project plans to track progress.
- Deliver the agreed programme of activities (incl. attending projects, supervising participants and working with partners to meet project objectives) including two weekly football sessions in Redhill and Guildford.
- Develop and establish new sports programmes that meet the needs of our young people, including the establishment of a Cricket programme in conjunction with a local Cricket Club Partner which has been established.
- Coordinate volunteer resources and our partners to smoothly deliver each approved project.
- Report to trustees on issues, risks, project outcomes and finance needs, in accordance with cadence agreed by Trustees.
- Liaise with social workers, key workers and foster carers as required to maximise engagement in our projects and meet BLFs safeguarding commitments.
- Maintain relationships with existing BLF partners and manage a communication plan to ensure they remain close to the Foundation and continue supporting young displaced people. These include our relevant sports partners Merstham Cricket Club, Redhill Football Club, Guildford United, Chelsea FC Foundation and Love the Ball Academy.
- Contribute to communications planning and fundraising as required.
- Scope out new projects and partnerships and feedback ideas to the trustees, taking an active role in decision-making around which projects we should pursue using an agreed framework.
- Liaise with other members of the BLF team and trustees as needed to fulfill the role.
- Understand your responsibilities in regard to safeguarding and data protection and retain best practice to inform your work with BLF.

PERSON SPECIFICATION

Essential

- Ability to travel with ease to the sports fixture and partner locations within Surrey.
- Ability to communicate effectively, collaborate and inspire across different ethnicities, denominations and traditions.
- Awareness of conflict and migration issues and sensitive to cultural issues.
- Strong understanding and empathy of the effects displacement has upon young people.
- Excellent programme management skills, including the ability to create new partnerships that will improve BLF's sports provision as well as provide progression routes for young displaced people.
- Strong understanding of the causes of displacement, such as geo political and human geographic.
- Strong interpersonal skills with the ability to inspire and motivate others.

- Able to work on own initiative as a self-starter in a fast-moving remote-working team – the ability to lead and delegate is critical.
- Good level of English, both written and verbal.
- Passion for supporting displaced young people to grow, develop and belong.
- Strong multitasking and problem-solving skills.
- 4+ years of experience in a youth specific or educational context.
- Demonstrable experience of developing sports-focused activities for young people.
- Enhanced DBS certification (child & adult workforce).
- Experience in working in complex safeguard environments.

Desirable

- Direct experience supporting displaced young people or lived experience of forced displacement.
- Experience of working with volunteers.
- Knowledge of a foreign language – particularly one used in the current local refugee population – would be an advantage.

This Programme Manager contractor role is a **one-year full-time role** with the possibility to extend subject to further funding. Recruitment is done in line with safe recruitment practices. Successful applicants for this role will have direct, regular contact with our Beneficiaries and an Enhanced DBS certification (child & adult workforce) is therefore essential for this role. Full terms will be set out in the consultancy contract agreement.

TO APPLY

If you feel that you have the skills, experience and motivation required for this role, please complete our application form (attached) and return it to contact@bigleaffoundation.org.uk before 6pm on Tuesday 10 May 2022 (6pm).