



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Job Pack

Sport Works Project Coordinator

Dear applicant,

Thank you for your interest in this post. Please find below some background information and other details to help you decide whether to apply for the position.

In the interests of equality CVs will not be accepted so please use the job application form to apply. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

Enclosures:

- Role Summary
- Role description
- Person specification
- About us

Please complete the application form and return by email to recruitment@otrbristol.org.uk or by post to the address above.

The closing date for this role is **midday Tuesday 7th January 2020** and interviews will be held on **Tuesday 15th January 2020**. The post will start on the week of 24th February 2020. We will contact you by email if your application is shortlisted for interview, we will not be able to contact unsuccessful candidates.

If you wish to have an informal discussion about the post, please contact **Rosie Backhouse** via email – rosie@otrbristol.org.uk

Best wishes,

Kellie Horder
HR Manager | OTR Bristol

Role Summary

Job Title	Sport Works Project Coordinator
Salary Grade	OTR Band B £22,212 - £26,539 (pro rata)
Hours	26 hours per week to be worked flexibly. Will include evenings and some weekends.
Contract	Fixed term to 31 March 2023
Leave	Flexible - Your basic annual leave entitlement is 20 statutory days plus 8 statutory holidays (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
Pension	Up to 3% of above salary for standard contracted hours
Location	Based at 8-10 West Street, Old Market, Bristol, BS2 0BH and in locations across Bristol and South Glos.
Reporting To	Rosie Backhouse – Team Manager (Community Partnerships)
Job Purpose	<ul style="list-style-type: none"> • To promote and develop the Community Partnerships offer across OTR: Supporting young people to improve their wellbeing, social and community connections through creative, sport and outdoor based projects and activities. • To develop and deliver a rolling programme of sports based wellbeing workshops, activities and events alongside existing sports clubs and coaches. • To develop this programme in collaboration with other providers, partners and external stakeholders, creating new strategic and operational relationships with outdoor and sport/exercise agencies and individuals. • To deliver the programme in a highly participatory way, with young people at the heart of all design and delivery as well as supported volunteer and student placement opportunities.
Key Relationships	<ul style="list-style-type: none"> • Young people • Team Manager (Community Partnerships) • Inspiration Works Project Coordinator • Nature Works Project Coordinator • OTR staff and volunteers • External partners • Volunteers and Students

Role description

Project Management	<ul style="list-style-type: none">● To lead on the design, coordination and delivery of an ongoing range of wellbeing themed workshops, events and activities relating to sport and exercise.● To forge and develop partnerships with relevant providers across the area.● To recruit, induct and support a group of volunteers to help deliver the programme.● To ensure evaluation and feedback on all activities is gathered and shared.● To engage a diverse range of young people from across Bristol and South Glos including a high proportion of 'hard to reach' young people and those disproportionately at risk of poor Mental Health.● To work with the Marketing, Communications & Digital Manager on the branding of the project and promote the work across Bristol and South Gloucestershire.● To develop and maintain positive relationships with relevant external agencies and individuals.
Supervision and Safeguarding	<ul style="list-style-type: none">● To provide high quality supervision to volunteers and students in both one to one and group format as required.● Act quickly and efficiently in relation to Safeguarding concerns, working alongside your team to ensure that at risk young people are flagged and supported consistent with local protocols and procedures.● Attend regular supervision with the Team Manager (Community Partnerships) as agreed.
Other	<ul style="list-style-type: none">● To engage in training and development commensurate to the role.● To ensure all paper and electronic personal records are managed and stored safely at all times.● To respect and maintain the confidentiality of all staff and volunteers at OTR internally and with external agencies.● To work within the spirit and framework of all OTR policies, governance etc

Person Specification

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • A recognised qualification in health or social care • Evidence of ongoing professional development. 	<ul style="list-style-type: none"> • A qualification in sport/ coaching
Experience	<ul style="list-style-type: none"> • A minimum of two years experience working with young people. • Experience delivering workshops/ group work with young people. • Experience working with groups of young people through sport. • Experience of project coordination, development and maintenance. • Experience coordinating people and developing teams. • Experience with Safeguarding, Confidentiality and Risk. • Experience building and managing relationships with partner organisations. 	<ul style="list-style-type: none"> • Experience managing and coordinating events.
Knowledge	<ul style="list-style-type: none"> • Knowledge of sport and outdoor activities and their impact on wellbeing and mental health. • Knowledge of local sports provision for young people. • Knowledge of local systems and care pathways for young people across social care, health and the charity sector. • Knowledge of safeguarding and best practice, An excellent working knowledge of anti-oppressive and equalities issues 	<ul style="list-style-type: none"> • Knowledge of young people's mental health and wellbeing and the surrounding policy context. • Knowledge of digital platforms and social media.
Skills & Qualities	<ul style="list-style-type: none"> • A passionate sports person with the ability to participate with a range of sport activities. • Emerging leadership skills. • The ability to work independently and get results. • Resourceful and motivated. • Excellent communication skills and the ability to build networks and alliances with relevant stakeholders. • Excellent organisational skills and the ability to prioritise and manage a demanding workload. • Ability to engage critically with the work and the field of mental health. • Excellent IT skills. • A full driving licence and use of a car. 	
Personal	<ul style="list-style-type: none"> • Creative and passionate about sport and exercise. • Collaborative, diplomatic, supportive and encouraging. 	

- Resilient; able to model good self care.
- Values led with a personal commitment to equality, diversity, social justice and change.
- A strong personal interest in and commitment to the mental health and wellbeing of children and young people.
- A demonstrable commitment to personal growth and development.

About us

What We Believe	What We Value	How We Behave
- All theoretical models are wrong, but all of them are useful	- Collaboration	- We're accommodating
- Relationships are what make the difference	- Diversity	- We're integrated
- Mental health is social and political as well as personal	- Learning	- We're thoughtful
- Social networks are more powerful than individual solutions	- Sharing	- We're supportive
- Building on strengths and capabilities is more sustainable than meeting needs and vulnerabilities	- Participation	- We're open
- Participatory services are more effective than transactional ones	- Self-efficacy	- We're resourceful
- Our work is a vocation	- Self-care	- We're resilient
	- Transparency	- We're communicative
	- Agency	- We're independent
	- Creativity	- We're imaginative
	- Social Action	- We're motivated
	- Pragmatism	- We're adaptable