

JOB DESCRIPTION	Project Co-Ordinator
Reporting to:	SPFL Trust General Manager
Salary:	£19,317
Hours:	35hrs/week - including evening and occasional weekend work
Location:	Glasgow based with Scotland wide travel*
Contract:	1yr fixed term (potential for continuation subject to funding)
Pension:	6% of basic salary paid into an agreeable pension scheme
Holidays:	25 days plus public holidays

The Scottish Professional Football League Trust - Overview

The Scottish Professional Football League (SPFL) Trust is the charitable arm of the Scottish Professional Football League and was established to lead and co-ordinate community engagement activities across all 42 member clubs.

SPFL clubs have a track record of credible and sustained activity, using football and physical activity as a tool to deliver positive life changes in the communities they serve. The SPFL Trust seeks to build on this reputation and co-ordinate projects that will be centrally funded and operate within and across the clubs.

Pillars of Activity

As a registered charity The SPFL Trust delivers projects which fall within four key pillars of activity:

- Health
- Achievement
- Citizenship
- Participation

Job Purpose

The Project Co-Ordinator will work across two specific projects, namely **Football Fans in Training** and **Music Box Cares**. Implementing and supporting Clubs in the delivery of these two projects will see you work with service users aged 12 to 65, local authorities, health boards, third sector organisations, companies and football fans. You will organise the roll out of these projects in partnership with other SPFL Trust staff to ensure that projects are delivered in a fun and safe environment but in an efficient and professional manner, meeting all funding outcomes.

Key Tasks

1. To take responsibility for the successful preparation, delivery and administration of the two designated projects in line with funding agreements.
2. To organise and/or deliver project training to delivery clubs (methods of delivery, reporting, monitoring & evaluation).
3. To support, supervise and quality assure project delivery.
4. To network with external organisations such as those in the third sector, local authority, health boards, job centres, community groups and other relevant organisations to secure outcome opportunities for participants and increase referrals into the programmes.
5. To build and maintain relationships with partners.
6. To be jointly responsible for meeting club and project targets in relation to recruitment, retention and outcomes.
7. To provide written reports to the Project Manager within agreed timescales.
8. To ensure Clubs provide monitoring and evaluation data back to the SPFL Trust for processing in an accurate and timely manner.
9. To represent the SPFL Trust, Clubs and projects at national and local events as required.
10. To promote the belief and ethos of the projects and the SPFL Trust at all times.

11. Undertake appropriate training requirements which will support your personal development and keep an accurate record of your CPD log.
12. Undertake any reasonable tasks as required to successfully fulfil the objectives of the SPFL Trust.

Person Specification

The SPFL Trust has developed the use of selection criteria to aid objective recruitment in line with Equal Opportunities Policy. Candidates must address all these criteria in their supporting statement. **Employment is conditional on the successful applicant undergoing reference and PVG checks.**

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Experience of working in a team. Experience of project delivery. Experience of training delivery. Experience of working to targets. Experience of partnership working to achieve outcomes. Experience of working with vulnerable groups. Experience of networking with external agencies. 	<ul style="list-style-type: none"> Experience in the professional football club setting. Experience in the music/creative industries setting. Experience of working with challenging groups Experience of supporting people into positive outcomes.
Knowledge & Understanding	<ul style="list-style-type: none"> A knowledge of health and wellbeing. A knowledge of training and education programme. A knowledge using physical activity to engage those harder to reach. An understanding of how to deal with challenging behaviour. 	<ul style="list-style-type: none"> A knowledge of football and the SPFL. A knowledge of the music industry. A knowledge of Football Fans in Training. A knowledge of Music Box.
Skills & Abilities	<ul style="list-style-type: none"> The ability to effectively co-ordinate projects from planning to delivery. The ability to organise and be self-motivated. The ability to build relationships quickly. The ability to effectively monitor and report on projects. The ability to deliver engaging and effective training. The ability to communicate effectively both orally and in writing. To have a confident and calm approach to problems and an ability to use initiative to find solutions. Excellent literacy and numeracy skills. Completely IT literate. Driving License and access to own vehicle.* 	
Qualifications	<ul style="list-style-type: none"> Appropriate HND/HNC qualification or relevant professional experience. 	<ul style="list-style-type: none"> SFA Coaching Badges Music/Creative Industries qualification.

**Travel costs will be reimbursed in line with the organisation's expenses policy.*

Football Fans in Training

“Get fit, lose your belly and get behind the scenes at your local club, all for free.”

Football Fans in Training is our flag ship healthy lifestyle programme for men aged 35-65, with a waist size of at least 38 inches. FFIT can help men change their diet, increase their fitness and lose weight in the motivating surroundings of their favourite SPFL club. Men get a behind the scenes, are trained by selected club coaches, and get a nosy at the trophy cabinet after talking tactics in the dressing room.

This is a world leading project, the research on which has been published in The Lancet Medical Journal and The British Medical Journal.

Music Box Cares

Music Box Cares is a new project due to begin in the Summer of 2015, offering 280 hours of free group activity across 14 SPFL Clubs across Scotland, targeting young people aged 12 to 18 who are looked after & accommodated. Activities will be based on engaging young people in a programme of sustained music making activity within a sports setting.

We will offer a range of entry-level activities on a number of popular instruments delivered by highly experienced music practitioners. Sessions will be fluid & based around the needs and interests of young people allowing for the development of their confidence and self esteem. Participants will have the chance to experience tuition on a number of instruments as well as opportunities to write songs, learn about music technology & participate in performances at the Stadium for friends, family, fans and at Club events. Entry level sports sessions will also be offered to those willing to give it a try & will be delivered by fully qualified SFA coaches.

Physical activity will allow for the development of personal health & fitness & increased participation. All sessions will assist young people to develop wider life skills such as team-work, communication, physical and hand eye co-ordination & performing, whilst participating in positive activities. They will also get to see other ways in which they could be active in a sporting environment without actually playing the sport competitively, eg volunteer coaching, performing on match days, media etc.

We will do this in the following ways: Confidence building through new skills, engaging with peers, providing performance opportunities, providing football participation opportunities, provide positive role models, provide signposting and referrals as appropriate. All achievements will be certificated.