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Essex Youth Sport and Crime Prevention Project

Youth Sport and Crime Prevention Project Coordinator

Job Information pack

About The Active Essex Foundation

The Active Essex Foundation is an independent charity that has been set up to use physical activity and sport to engage and support the most inactive communities and tackle the inequalities that exist across Essex. We work with locally trusted organisations to support them in their work engaging with the most at risk in their communities

We use sport and physical activity to:

- Inspire communities to become more active, therefore leading healthier, happier, more positive lives
- Raise aspirations, confidence, skills and knowledge, improving employability and enabling individuals to reach full potential
- Strengthen, unify and improve community cohesion, breaking down barriers and addressing inequalities
- Improve physical and mental wellbeing
- Impact on the reduction of crime and anti-social behaviour

How do we do this?

- We work with locally trusted organisation to increase opportunities for people to take part in physical activity and sport in their community
- Taking asset-based community development approach, working with communities and local partners so that we can respond directly to local insight and need
- Grow capacity locally to sustain activities beyond the life of projects
- Work with agencies in the sector to access resources for the benefit of the population of Greater Essex County Council Build and support networks of locally trusted organisations so that we can work together to tackle inequalities across the county.

About the Essex Youth Sport and Crime Prevention Project

The Essex Youth Sport and Crime Prevention project is a new 3 year project that has been funded through the National Lottery Community Fund Reaching Communities programme and the Active Essex Local Delivery Pilot.

The Active Essex Foundation are recruiting two new full-time employees to develop and deliver the project across Essex, working with key strategic partners and locally trusted organisations.

The Active Essex Foundation is a unique charity that is ideally placed to lead an Essex-wide project of this importance. The use of sport to reduce youth offending and youth crime is a top priority for the Active Essex Foundation. The project is supported by two expert partners. Firstly, Loughborough University who are the leading academic institution in the country undertaking cutting edge research and evaluation to build a robust evidence base of how sport reduces youth offending and youth crime. Secondly, StreetGames is a highly respected national charity using sport to improve the lives of disadvantaged young people, and StreetGames is the only national charity leading on the youth crime and sport agenda.

The Active Essex Foundation has been working with the Essex Violence and Vulnerability Board, Essex Police and the Essex Police, Fire and Crime Commission for the past 18 months championing the use of sport and physical activity interventions with young people involved in and at risk of becoming involved in the criminal justice system

We are immensely proud to have already built a network of over 100 locally trusted organisations (LTOs) across Essex, most serving the county's numerous disadvantaged communities. We partner with this network to deliver our comprehensive school holiday activity and food programme. However, only a small number of these local organisations are currently using sport in a trained and methodical way to prevent young people from offending as well as support those young people who are already involved in anti-social behaviour, youth crime, and youth violence. There is enormous scope and opportunity to engage, train, and support many more LTOs in our network to effectively use sport to prevent youth crime and violence. This would provide us with the scale needed to impact positively on thousands of vulnerable young people in Essex. This project gives us the opportunity to achieve this.

This project has four outcomes:

- 1) taking a pro-social approach to make a significant difference to the vulnerable young people who engage in sport to divert them away from criminal behaviour and towards a positive lifestyle with positive outcomes.
- 2) grow a large network of trusted local organisations who use sport effectively to divert young people away from youth crime and youth violence.
- 3) demonstrate to the youth justice system that sport is an effective tool to enhance positive outcomes for young people in the context of youth crime and violence.
- 4) create a strong evidence base of proven blueprints and approaches that increase positive life outcomes for vulnerable young people that can be replicated at scale across Essex.

This project will focus on two large systems in Essex:

- 1) Youth Justice System - influence the youth justice sector at a systemic level in Essex to change policy and increase the access to training and resources for the criminal justice workforce to develop their understanding and application of how to use sport to prevent vulnerable young people from offending and committing violent behaviour.
- 2) Community Sport System - grow a large network of locally trusted organisations across Essex who are quality guided to use sport effectively to divert young people away from crime and violence.

The Job Title and Role:

Essex Youth Sport and Crime Prevention Project Coordinator

Salary range: £30,000 - £34,000 per annum

Length of contract: Fixed term (3 years with potential for extension subject to funding)

The role of the Essex Youth Sport and Crime Prevention Project Coordinator is to support the Essex Youth Sport and Crime Prevention Project Manager to deliver the project plan.

The postholder main role will be to train and mentor a network of locally trusted community organisations so that they can effectively use sport to prevent youth crime and violence. Initially, twenty-one locally trusted organisations have signed up to work on this project. The aspiration is for many more locally trusted organisations to become engaged with the project over the three years.

The role will involve working closely with Loughborough University and the national charity StreetGames, to develop effective training programmes and effective measurement of the impact of the project.

The role will be employed by the Active Essex Foundation. The role will be formally line managed by the Essex Youth Sport and Crime Prevention Project Manager and hosted by Active Essex at Essex County Council and the Essex Violence and Vulnerability Unit at PFCC (Police, Fire, Crime Commissioner).

Who are we looking for?

The Active Essex Foundation is looking for candidates with experience of working with local voluntary and community organisations to co-design and deliver sports programmes for young people.

You will have a good understanding of the different youth sport delivery programmes, and the training that underpins the provision.

You will have knowledge of the broader community sport system, including the role of Active Partnerships and Sport for Development organisations.

You will have knowledge of the criminal justice system in Essex and the role that sport has to play in preventing young people from becoming involved in anti-social behaviour and youth crime and violence.

You will have excellent networking and relationship building skills with the ability to apply these to a range of organisations, especially local voluntary and community organisations that serve disadvantaged communities.

You will have strong communication skills, both written and verbal.

This role is offered as a full-time post. Other options including secondments and job share will be considered in order to recruit the best candidate.

JOB DESCRIPTION

Job title:	Essex Youth Sport and Crime Prevention Project Coordinator
Salary:	£30,000 - £34,000 per annum
Directly responsible to:	Essex Youth Sport and Crime Prevention Project Manager
Directly responsible for:	No direct reports.
Location:	Working from home, with office space at Active Essex and Essex Violence and Vulnerability Unit. Must be able to travel across Essex to work closely with the locally trusted organisations.

Job Purpose:

The role of the Essex Youth Sport and Crime Prevention Project Coordinator is to support the Essex Youth Sport and Crime Prevention Project Manager to deliver the project plan.

The postholder main role will be to train and mentor a network of locally trusted community organisations so that they can effectively use sport to prevent youth crime and violence. Initially, twenty-one locally trusted organisations have been identified to work on this project. The aspiration is for many more locally trusted organisations to become engaged with the project over the three years.

The role will involve working closely with Loughborough University and the national charity StreetGames, to develop effective training programmes and effective measurement of the impact of the project.

Main duties and responsibilities:

1. To support the development and delivery of the comprehensive project plan and support the reporting of the project progress.
2. To work on the design and delivery of a range of sports activities for young people who are at risk of engaging in youth crime and violence.
3. To provide high quality training, mentoring and support to a network of locally trusted delivery organisations to enable them to provide sport effectively to prevent young people from engaging in youth crime and violence. To work with providers to understand their capacity building and training needs and help develop plans, to use sport as a tool for youth crime and violence reduction and prevention.
4. To support the comprehensive audit and mapping of current youth sport provision in the eight target areas to provide an essential baseline of how much current youth sport provision is designed and delivered to specifically address prevention of youth crime and youth violence.
5. To support providers to embed practice that empowers young people and ensures that their views influence programme development and where appropriate, young people are involved in the direct delivery of training and intervention
6. To co-ordinate the implementation and delivery of project interventions across Essex, including testing and delivering some innovative sport based initiatives, and using criminal justice sector resources to support local delivery to help create sustainable provision
7. Ensure that existing forums are used as the focus to co-ordinate local youth crime and sport activity or where appropriate, establish new locally owned forums.
8. To ensure the examples of good practice are shared internally, within the network and with other organisations across Essex.
9. To support the collection and analysis of project data and insight.
10. To be aware of policy changes in relation to sport and youth crime and violence.
11. Represent the project at different forums and networks.
12. To work closely with the national expert partner StreetGames to add value to the delivery of the project plan.

13. Support the project work towards sport being hard wired into local youth violence reduction and prevention strategies.
14. Maintain a sound administrative function including good record keeping, finance records and the production of regular update reports.
15. Maintain a flexible and agile approach to respond to the changing contexts and environments at an operational level.

Other Responsibilities:

- Take responsibility for personal professional development.
- Work closely with the other colleagues to improve operational practices and effectiveness.
- Attend Active Essex Foundation Trustee meeting as directed by Trustees.
- Attend Active Essex team meetings as required.
- Attend Essex Violence and Vulnerability Unit meetings as required.

Active Essex Foundation General Duties:

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with Active Essex Foundation policies.
- To co-operate with the Active Essex Foundation in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the Active Essex Foundation equity and safeguarding policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person Specification:

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications		<ul style="list-style-type: none"> • Level 3 qualification or equivalent • Degree or equivalent or experiential learning 	Application form
Experience	Experience of (or demonstrable ability): <ul style="list-style-type: none"> • Co-ordinating community sport projects/programmes within a grant funded landscape • Working within sport, physical activity and youth settings • Working in a multi-agency environment • Collecting and analysing data and insight • Building relationships across partnerships • Auditing and mapping youth sport provision • Undertaking training needs analysis's • Co-designing training programmes to deliver community youth sport 	Experience of: <ul style="list-style-type: none"> • Working in a community sport environment • Developing networks and capacity building local organisations • Experience of using sport and physical activity interventions to engage and support young people involved in or at risk of becoming involved in the criminal justice system. 	Application form Interview
Knowledge and skills	<ul style="list-style-type: none"> • Good understanding of the public sector landscape and the individual and collective working of key agencies such as: local authorities, the police, sport, youth. • Knowledge of Active Essex strategic priorities and implementation targets. • Good understanding of the risk and protective factors in 	<ul style="list-style-type: none"> • Knowledge and understanding of the Equality Act 2010 • Knowledge of current issues facing the sport, physical activity and youth sector • Understand the Government's approach to tackling serious violence and the public health approach to reduce violence 	Application form Interview

	<ul style="list-style-type: none"> relation to vulnerable young people. • Excellent interpersonal skills to enable the development of positive relationships with locally trusted organisations. • Ability to prioritise and manage workloads and competing priorities and meet deadlines • Strong communication and presentation skills • Proven networking and partnership building skills • Ability to utilise a full range of standard office IT software/packages 		
Personal Qualities	<ul style="list-style-type: none"> • Proactive 'self-starter' • Ability to seek out innovation and creative solutions • Ability to work as part of a team to achieve objectives • Promote diversity and racial equality • Commitment to continuous professional development 		Interview

Applying for the role

The Job Description and Person Specification are included in this information pack.

Please email your CV and a covering letter detailing your suitability for the job to administration@activeessex.org using the title 'Essex Youth Sport and Crime Prevention Project Coordinator' in the subject line.

If you have any questions relating to this post, please contact: Louise Voyce – louise.voyce@activeessex.org .

The closing date for applications is Thursday 2nd December 2021

Shortlisting will take place from Friday 3rd December 2021 with successful applications being offered an interview slot by Tuesday 7th December 2021, with interviews being held on Wednesday 15th and Thursday 16th December 2021.

If you know you will be unavailable on the dates above, please state this on your application form.

It is our aim that the interviews will take place face to face in Chelmsford, however depending on the current Covid-19 situation, interviews may be held online. If for any reason this does not suit or you would need any additional requirements, please also state this on your application form.

The Active Essex Foundation is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job application, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

The Active Essex Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.