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Essex Youth Sport and Youth Crime Prevention Project

Youth Sport and Crime Prevention Project Manager

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 Manager

Salary range: £40,000 - £44,000 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 Manager is to lead the delivery of the project.

The postholder will manage the project steering group, the two expert partners, and the delivery of the project plan.

A key part of the job role is to develop strong and impactful relationships with a large number of staff across the Essex criminal justice system.

Another key part of the job is to manage the Essex Youth Sport and Crime Prevention Coordinator, who will train and mentor a network of locally trusted community organisations so that they can effectively use sport to prevent youth crime and violence.

Working closely with Loughborough University and the national charity StreetGames, the postholder will demonstrate clearly the impact of the project, and simultaneously develop the evidence base in Essex to enable a large number of organisations across Essex to replicate the good practice of the project.

The role will be employed by the Active Essex Foundation. The role will be formally line managed by a representative of the Active Essex Foundation Board of Trustees and hosted by Active Essex at Essex County Council and the Essex Violence and Vulnerability Unit at PFCC (Police, Fire, Crime Commissioner).

The day-to-day support will be provided by the Active Essex Sport for Development lead and the Essex Violence and Vulnerability lead.

Who are we looking for?

The Active Essex Foundation is looking for candidates with experience of working strategically with a large number of stakeholder agencies. The postholder will have experience of managing a large project with many different targets, outputs, and delivery mechanisms.

You will have a comprehensive understanding of how the criminal justice system works, including the work of the Police, PFCC, Violence and Vulnerability Unit, and Youth Offending Service across Essex.

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

You will have excellent networking and relationship building skills with the ability to apply these to a range of local, regional and national organisations.

You will have strong communication skills, both written and verbal. You will have experience of undertaking effective promotion and communication of projects and services to multiple internal and external communication channels.

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 Manager
Salary:	£40,000 - £44,000 per annum
Directly responsible to:	Active Essex Foundation and Active Essex Sport for Development Relationship Manager
Directly responsible for:	Essex Youth Sport and Crime Prevention Coordinator
Location:	Working from home, with office space at Active Essex and Essex Violence and Vulnerability Unit
Job Purpose:	

To oversee the delivery of the project plan to use sport effectively to reduce and prevent youth crime and violence across Essex.

To line manage the full time Essex Youth Sport and Crime Prevention Coordinator who is responsible for building strong relationships with locally trusted community organisations, and training and mentoring the organisations to use sport effectively to reduce and prevent youth crime and violence across Essex.

To manage the project steering group, and manage the work of the two expert partners, Loughborough University and the national charity StreetGames, to demonstrate clearly the impact of the project, and simultaneously develop the evidence base in Essex to enable a large number of organisations across Essex to replicate the good practice of the project.

To work strategically and build strong and impactful relationships with the Essex Violence and Vulnerability Board and other criminal justice partners including Essex Police, Essex Police and fire crime commissioner, Essex Youth Offending Services, Probation and Essex County Council departments.

Main duties and responsibilities:

1. To report directly to the Active Essex Foundation Trustees
2. To work alongside and report to the Sport for Development lead at Active Essex and the lead at the Essex Violence and Vulnerability Unit.
3. To develop and oversee the delivery of the comprehensive project plan, and report progress regularly to the project steering group and various project stakeholders.
4. To line manage the Essex Youth Sport and Crime Prevention Coordinator.
5. Develop and embed working relationships with all relevant criminal justice agencies in Essex to ensure sport is embedded into their core business relating to youth crime and violence.
6. Develop and maintain strong relationships with the Essex Violence Reduction and Sports Strategic Partnership Board.
7. Promote the work of the project within sport, physical activity and youth settings and with key stakeholders at a local and national level.
8. To work closely with the national expert partner StreetGames to add value to the delivery of the project plan.
9. Oversee the collection and analysis of project data and insight in collaboration with Loughborough University to deliver robust evidence of project impact, and to develop a wider evidence base to be used by the criminal justice system and the community sport system.
10. Work towards sport being hard wired into local youth violence reduction and prevention strategies.
11. To support the connectivity of regional investment plans that address wider issues related to vulnerable young people and communities.
12. To support the Essex Youth Sport and Crime Prevention Coordinator Worker to bring together a network of locally trusted organisations for the effective delivery of this

project, including the delivery of a comprehensive training and CPD programme for the network.

13. Ensure the views and voices of young people influence the design and delivery of the project interventions.
14. Oversee the communication of the project activities to multiple internal and external communication channels.
15. Develop, produce and present briefing papers, reports, and presentations to demonstrate the ongoing progress and impact of the project.
16. Maintain a sound administrative function including good record keeping, finance records and the production of regular update reports.
17. Maintain a flexible and agile approach to respond to the changing contexts and environments at a strategic and operational level.
18. To lever in and attract new funding from the criminal justice system and from a range of other funding organisations in order to further develop and sustain the project and support the delivery work of the locally trusted organisations.
19. Identify funding opportunities to sustain the project over the long term.

Other Responsibilities:

- Represent the project on the Essex Violence and Vulnerability Board and a range of local boards and partnerships as agreed with the Active Essex Foundation Trustees to ensure there is a focus on youth violence reduction activity within sport, physical activity and youth settings
- 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"> • Degree • Project Management Qualification 	Application form
Experience	Experience of (or demonstrable ability): <ul style="list-style-type: none"> • Managing complex projects or programmes within a multi-agency landscape • Managing progress across multiple work-streams • Working strategically and operationally to effect change across a whole system 	Experience of: <ul style="list-style-type: none"> • working in a political, multi-agency or community environment • leading partnerships and influencing system change 	Application form Interview

	<ul style="list-style-type: none"> • Use of data to inform planning and delivery of interventions • Identification and management of risk • Developing short, medium and long-term delivery plans and monitoring progress • Experience of negotiating funded agreements and contracts • Horizon scanning to keep abreast of emerging agendas and issues • Experience of building productive relationships within organisations and across partnerships • Leading system change discussions within local places • Experience of promoting the activities of projects and services to multiple communication channels. 		
Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of the Government's approach to tackling youth crime and violence • Knowledge of the public health approach to reduce youth crime and violence • Knowledge of Active Essex strategic priorities and implementation • Understanding of how local authorities, police and other parts of the public sector operate • Understanding of structures and functions of key partners within localities • Ability to think strategically and understand whole system approaches • Knowledge of GDPR legislation • Proven negotiating, influencing, networking and partnership building skills • Ability to construct coherent arguments and articulate ideas clearly to 	<ul style="list-style-type: none"> • Knowledge and understanding of the Equality Act 2010 • Knowledge of current issues facing the public sector and policing 	Application form Interview

	a range of audiences, formally and informally using a variety of techniques <ul style="list-style-type: none"> • Excellent communication, presentation and writing skills • Ability to prioritise and manage workloads, competing priorities and meet deadlines • Motivating and inspiring others to achieve • 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 on own initiative • Ability to lead a team and be a member of a team • Political sensitivity and astuteness • 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 Manager' 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 on Friday 3rd December 2021 with successful applications being offered an interview slot by Monday 6th December 2021, with interviews being held on Wednesday 8th and Thursday 9th 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.