



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd

JOB DESCRIPTION

Job Title:	Youth Justice Sport Coordinator
Location:	Cyncoed Campus
Department	Cardiff Met Sport
Hours:	37 hours per week
Grade:	4 AB
Salary:	£25,217 – £30,046 per annum
Tenure:	Fixed Term for 12 Months
Accountable to:	Community Physical Activity Manager

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

1. To develop innovative interventions and programmes that actively seek to reduce gaps in participation created by disadvantage and inequality, to improve health and wellbeing amongst young people involved within youth justice services by creating a sustainable pathway into sport.
2. Liaising and collaborating with targeted clubs, key stakeholders and non-sport organisations to use sport and physical activity to support interventions that are engaging young people into a positive pathway away from criminal activity.

3. To collaborate with sport clubs, youth justice case workers, reparation services, south wales police and police & crime commissioner office, to develop and deliver innovative sporting interventions that maximise engagement and encourage long term positive behaviour change amongst young people.
4. To develop and maintain a sporting pathway for young people coming out of the criminal justice system, into positive and safe sporting environments. Ensuring that clubs are appropriately trained to engage with the young people, and support the young people to meet their fullest potential.

Principal Roles & Responsibilities:

1. To empower young people within the Youth Justice System to live a life free of criminality, and to be a productive member of their community, using sport to help them to make the change.
2. To actively develop a sustainable referral pathway from youth justice services into clubs and community sport/ physical activity.
3. To design and implement an intervention that increases awareness of resources and opportunities to improve knowledge, confidence and competence amongst young people engaged within the justice system.
4. To develop innovative ways of engaging with young people to ensure consultation and insight is used when shaping interventions.
5. To develop a directory of sporting organisations who are committed to providing opportunities that strive to improve both physical and emotional health and wellbeing.
6. To develop community sport and physical activity opportunities that reduce barriers and perceived barriers to participation, understanding how to adapt approaches dependent on needs identified.
7. Work with partners to ensure programmes and interventions are appropriate and sustainable.
8. To actively keep abreast of developments within the sport and community sector, specifically looking at policy changes and recommendations to maximise sport's potential as an intervention tool.
9. To attend meetings and events related to youth justice in community sport and physical activity as agreed with line manager.
10. In collaboration with Community Physical Activity Manager, implement marketing and promotional campaigns for interventions and activities to ensure maximum communication and impact.

11. To actively source appropriate financial resources including grant applications and sponsorships.
12. Regularly review and evaluate the Youth Justice Physical Activity programmes, identifying key outcomes and measuring success. Regularly reporting to Community Physical Activity Manager on progress.
13. Effectively monitor and evaluate project progress using quantitative methods as well as more qualitative tools including case studies and communication with supporting partners

Additional Information

37 hours per week based upon covering the core hours of the sports activities programme. This includes weekend and evening work. To be agreed with Line Manager.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Youth Justice Sport Coordinator

Post:

Unit/School: **Cardiff Met Sport**

*Key

A - Application form

I - Interview

T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	<ul style="list-style-type: none">• Educated to degree level in a relevant field or equivalent demonstrable experience• Membership of CIMSPA or the ability to obtain	X X		
Education & Qualifications (Desirable)	<ul style="list-style-type: none">• Post graduate qualification in a relevant field• Youth work/ youth mentoring experience	X X		

<p>Knowledge (Essential)</p>	<ul style="list-style-type: none"> • Knowledge of the development of customer service delivery • Knowledge of the principles and practices of ethical behaviour in the work environment • Demonstrable knowledge of financial planning and management • Knowledge of coordinating marketing activities • Demonstrable knowledge of the expectations of organisational stakeholder groups, the process of stakeholder engagement and its value • Knowledge of an organisations responsibilities and liabilities in relation to health and safety • Knowledge of the structure of sport and physical activity in the UK • Knowledge of the background and major issues in provision of sport and physical activity • Knowledge and understanding of how to communicate, engage and utilise local networks to collaboratively support the local community. • Knowledge of the youth justice system in Wales 	<p>X X X X X X X X</p>	<p> X X X X</p>	
<p>Knowledge (Desirable)</p>	<ul style="list-style-type: none"> • Understand the background and history to sports development • Understand how to research and use information gathered on the demographic of the population within the local community. Understand how to communicate effectively to meet the specific needs of the individuals and groups within the local community. 	<p>X</p>	<p>X</p>	
<p>Skills and Abilities (Essential)</p>	<ul style="list-style-type: none"> • Be able to contribute towards organisational aims and objectives that have an impact on customer service delivery • Ability to develop marketing activity related to community projects • Be able to develop and evaluate productive working relationships with stakeholders • Be able to promote health and safety across Sport Cardiff • Ability to review and improve projects and processes • Ability to manage a programme of complimentary projects • Able to develop, implement and evaluate a project plan 	<p>X X X X</p>	<p>X X X X</p>	
<p>Skills and Abilities (Desirable)</p>	<ul style="list-style-type: none"> • Ability to create and produce digital content 	<p>X</p>		

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Experience paid / unpaid (Essential)	<ul style="list-style-type: none"> • Demonstrable experience working within sport, physical activity and community development • Demonstrable experience of how to influence people's attitude towards sport and physical activity, health and well-being. • Experience of supporting behaviour change in individuals. • Demonstrable experience on adapting activities or the programme to meet individuals or group needs at that time e.g. personal, social, structural, cultural • Experience of developing and improving stakeholder relationships • Experience of applying for and monitoring grant funding applications and sponsorship opportunities • Experience of delivering outstanding customer service, with a high degree of empathy and understanding. • Demonstrable experience of communicating effectively in a concise and confident manner, to persuade and influence a range of individuals/groups. • Experience of problem solving and solution-focussed creative thinking skills. • Experience of staying calm under pressure and managing a range of conflicting deadlines. • Experience working with challenging young people. 	X		
		X	X	
		X	X	
		X	X	
			X	
		X		
		X	X	
			X	
		X	X	
		X		
		X	X	
Experience paid / unpaid (Desirable)	<ul style="list-style-type: none"> • Experience of delivering targeted interventions to increase physical activity 	X		
Other Requirements (Essential)	<ul style="list-style-type: none"> • Ability to travel efficiently across the city • CRB Check 	X		
		X		

Other Requirements (Desirable)	<ul style="list-style-type: none"> • Relevant health & safety qualification • Equality & diversity training • Disability Inclusion Training • Ability to speak Welsh 	X X X X		
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