ROLE: United Action Manager – School Sport and Physical Activity
DATE: September 2023

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About the Youth Sport Trust

Children only get one childhood – let’s make it count..

**WHO WE ARE AND WHAT WE DO**

We are the UK’s leading charity improving every young person’s education and development through play and sport. Our vision is a future where every child enjoys the life changing benefits of play and sport.

Sport gives young people a platform to have their voice heard and a place where they feel they belong, and we are on a mission to harness this extraordinary power to change young lives today and help them build a brighter tomorrow.

We are passionate about enabling all children unlock their full potential through high quality inclusive and innovative play, physical education and sport opportunities. Over 25 years we have developed a unique way of maximising the power of sport to grow young people, schools and communities through the development of physical and mental health, fostering inclusion and building character and leadership skills.

We empower young people through supportive environments, so they can grow self-confidence and find friendship.

**We equip educators,** grow networks and build communities of practice to demonstrate and advocate the impact of play and sport on school improvement and educational outcomes.

We inspire changemakers who lead the change they want to see in the world.

**Together, we can reduce the impact of childhood inequalities and ensure that every young person achieves their personal best.**

**WHY WE EXIST**

Young people’s wellbeing is in decline. They are moving less and spending less time outdoors. Too many are inactive and unprepared to confidently face their future.

A Generation of young people face physical and mental health challenges and increasing social and economic inequalities. These have been further exacerbated by Covid negatively impacting their ability to learn and thrive.

In the UK, our children are among the most unhappy in the world and the least positive about their future.

- Young people are moving less, feeling more isolated and experiencing poorer mental health which impacts on the whole family.
- Children have more tech yet struggle with a lack of meaningful person to person connection.
- Young people are more physically and mentally unwell than ever before.
- We are facing a crisis of childhood obesity, loneliness and low life satisfaction.
- This is overwhelming our education and social care systems.
- The gap in life skills for work is even greater in the most deprived areas.
- Parents are feeling time pressured and unsure how to encourage their children to enjoy sport – the most physically inactive generation yet.
OUR VALUES

Our values are our moral compass and guide the attitudes and behaviours required of us to achieve our vision. They provide an accountability framework for how we work internally with each other and with our customers and clients. They are also currently being refreshed in line with the new strategy.

- Be courageous and tackle big issues
- Take responsibility for what needs to be done
- Act with integrity in everything we do
- Place inclusion at our heart
- Grow through collaboration
- Earn trust through our actions.

YOUTH SPORT TRUST 2022 – 2035 STRATEGY

In May 2022 we launched out brand new 2022-2035 strategy, ‘Inspiring Changemakers - Building Belonging’. Through it, our aim is to galvanise and inspire changemakers to transform attitudes, improve practice and drive policy change. Together we want to harness the power of play and sport to build belonging for a generation, improving their health, fostering inclusion and developing character and leadership.

This strategy has three objectives:

- **Urgent action** - Build back healthier, happier and more resilient young people and level the playing field for those most disadvantaged.
- **Generational shift** - To balance the demands of the digital age through the human connection of physical play and sport
- **Societal change** - Transform society’s perceptions and attitudes towards the importance of physical literacy, play and sport in the education and development of young people.

These objectives will be delivered through six tactics:

1. **Equip educators to rebuild wellbeing and level up life chances** of young people most affected by Covid-19, and those suffering from the effect of inequalities.

2. **Empower young people** by unleashing a nationwide community of young leaders, who harness the positive power of play and sport to improve wellbeing, build friendships, and foster understanding.

3. **Unite a movement of organisations** to reclaim play and sport at the heart of every school, and make it fun for everyone.

4. **Mobilise influencers in all areas of public life** to make the decline of physical activity levels and human connection in a digital age matters of national concern.

5. **Help families understand and champion their children’s physical literacy and its importance to a healthy and happy childhood.**

6. **Change from within by increasing our impact** on, connection with, and relevance to a changing world.
Our History

Established in 1995 by Sir John Beckwith (President) & Duncan Goodhew MBE (Vice President), the Youth Sport Trust has grown from a team of 4 to just over 110 today. Over its 27-year life, the Youth Sport Trust has been through four major phases in its development:

1995 – 1997

The first two years of the organisation saw it pioneer the renowned “TOPs” programmes. TOPs was a suite of seven programmes designed to support teachers and coaches deliver high quality PE and school sport programmes for young people from 18 months to 18 years. The TOPs programmes were supported by sponsorship from BT and lottery funding and were implemented through partnerships with Local Education Authorities and the Home Country Sports Councils. This era of the organisations development was characterised by creating world leading content.

1997 – 2010

This period coincided with the introduction of the government’s Specialist Schools strategy and a National PE and School Sport Strategy. The Youth Sport Trust partnered the DCMS and (then) DFEE in implementing a national network of 450 School Sport Partnerships embracing every primary, secondary and special school in England. Each School Sport Partnership was hosted by a Specialist Sports college and played a strategic role in planning and delivering PE and school sport in a local area. This era of the organisations development was characterised by building a world leading structure and local delivery.

2010 – 2012

These two years were dominated by a focus on the build up to the London 2012 Olympic and Paralympic Games. New programmes such as the School Games, Change 4 Life Sports Clubs, Young Ambassadors and Project Ability were all inspired by the Games and allowed the organisation to bring added momentum to work around competitive school sport, volunteering, and inclusion. This era of the organisation’s development was characterised by the delivery of national programmes through high quality training and professional development.

SINCE 2012

The organisation has been focussed on sustaining and growing local, self improving networks of schools playing a role building local strategies which align and connect a range of Youth Sport Trust (YST) and government funded programmes and interventions such as the Primary PE and School Sport Premium and YST Start to Move.

The organisation launched its current strategy in May 2022. Our current strategic plan can be found https://www.youthsporttrust.org/about/what-we-do/our-strategy
**About the Role**

As someone who with a track record of delivering multiple projects, this is an amazing opportunity to use your expertise to make a difference to the development of young people. For over 25 years The Youth Sport Trust has been using the power of sport to improve the lives of young people. We are now recruiting a Development Manager to lead the implementation of a key Youth Sport Trust area of work, uniting partners to put play and sport at the heart of schools.

As United Action Manager you will co-ordinate partners across the school sport and activity sector to put play and sport at the heart of every school and make it fun for everyone. This will involve building a supportive and unified learning community across the school sport and activity sector. We will look to you to plan an annual programme of stakeholder communications, including on-line forums and meetings. Critically, you will collaborate with partners to identify priorities as well as develop and manage a programme of actions to meet them. You will also nurture relationships with the health, education and youth sectors to bring meaningful insight to the partnership to improve its effectiveness, all the time working internally across the organisation to capitalise on expertise as well as share learning.

For this role you must have extensive project management experience. You will be used to co-ordinating work with external partners, providing high quality reporting and providing strong financial controls. Effective at developing and coaching teams, you express yourself persuasively, have strong communication skills and are skilled at building excellent working relationships. Comfortable delivering change projects, you will also be used to monitoring impact and implementing new processes. Naturally, you will have an in-depth understanding of and been involved in youth sport and/or school sport sector.

In return you will get to join a dynamic and energetic charity passionate about improving children's lives where all staff are given the opportunity to engage in the leadership and direction of the organisation. Our values underpin everything we do, and we pride ourselves on a work culture which fosters innovation, creativity and personal passion. Benefits include generous annual leave entitlement, health cash plan, employee assistance programme and volunteering days. In 2022 we were ranked one of the best Mid-Sized Companies to work for in the UK.

If you possess all these attributes and share our passionate belief in the benefits of sport for young people, please go to our careers page [www.youthsporttrust.org/careers](http://www.youthsporttrust.org/careers) to apply for the role.

The Youth Sport Trust believes that diversity drives excellence and that representation is important. The Trust therefore positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, sex, gender identity, religion, sexual orientation, disability, or nationality.

Please note that this position is subject to an enhanced Criminal Records check.
Job description

Position: United Action Manager – School Sport & Physical Activity

Grade: C

Responsible to: National Programmes Director

Car Allowance: No

Criminal Records Check: Yes - enhanced

Location: Remote or Loughborough Office – minimum of one day a week in the Loughborough Office

Issue Date: September 2023

Overall role:
- Co-ordinate partners across the school sport and activity sector to tackle systemic challenges and reclaim play and sport at the heart of every school
- Continue to build a supportive network across the school sport and activity sector
- Plan an annual programme of engagement, including on-line forums, working groups and in person events which are responsive to the needs of the sector
- Develop and manage a programme of actions agreed by the school sport and activity sector partners which reflects priorities to focus on, in line with the partnership terms of reference
- Build relationships with the health, education and youth sectors bringing insight to the work of the school sport and activity sector
- Provide support on wider YST sport development work, where appropriate
- Identify effective international practice and develop global partnerships.

Duties and Responsibilities:

Lead a powerful movement focussed on reclaiming play and sport at the heart of every school
- Work with internal colleagues to maximise our in-house expertise and knowledge to create a strategic plan to reclaim play and sport at the heart of every school
- Develop and implement an annual programme of engagement for sector partners (forums, summits, briefings, round tables, school/site visits etc)
- Create a culture and climate where partners have a strong sense of affinity with the purpose of the movement

Ensure the movement has an agenda
- Focus on driving improved outcomes for young people’s physical and mental health, character and leadership skills and inclusion
- Utilise the findings of our internal research to understand the key drivers that help put play and sport at the heart of a school, and make it fun for everyone
• Align the key drivers with the implementation plans for both YST and Sport England (where this is focused on children and young people) strategies
• Consult with sector partners on the purpose of the agenda
• Establish and build relationships with government department officials and Sport England, to influence their thinking.

Ensure the movement drives the collective direction
• Lead and support ‘Action’ groups which will drive united action
• Build strong relationships with other organisations to work on the agenda of united action
• Work with internal colleagues to ensure collaborations with partners can strengthen other areas of our work
• Discover, share and disseminate examples of best practice internally and across the sector from across and beyond the sector partners

Engaging with partners
• Support YST senior leaders to build relationships across different sectors
• Work with internal colleagues to build strong relationships in health, education, and youth sectors
• Identify and engage with key individuals in and beyond the sector to support the movement and undertake united action
• Capture key contacts on the YST stakeholder management plan, clarifying roles, responsibilities, and expectations

Deliver an agenda of united action
• Ensure the voice of young people is at the heart of united action
• Unlock partnerships through which YST can co-create and collaborate with to tackle inequalities and develop physical literacy
• Work with colleagues to strengthen pathways for young people with a range of lived experience, into volunteering and employment
• Track and celebrate progress against the agenda of action

Teamwork
• Working with the Equality, Diversity and Inclusion group, ensure this work contributes to the aims of YST’s Diversity and Inclusion Action Plan
• Support colleagues that are critical to the success of this work through high quality project management and communication

General
• Adhere to all relevant safeguarding policies and procedures and report any concerns.
• Work within our equality & diversity, data protection, information security and health and safety policies and guidelines.
• Promote, uphold and demonstrate the Youth Sport Trust values of Trust, Responsibility, Integrity, Inclusion, Courage and Collaboration
• Any other duties which may reasonably be required, and which are commensurate with the post and its’ associated level of responsibility.
Person specification

United Action Manager – School Sport & Physical Activity

Applicants for this position should be able to satisfy the following criteria:

Experience:
- A background in managing multiple projects
- Experience of co-ordinating work with a range of external partners and stakeholders
- Ability to communicate effectively and influence a range of audiences and stakeholders
- Experience of developing and implementing processes
- Experience of providing development support and guidance to a network of professionals, driving change and measuring impact
- Experience of utilising management information systems and databases for keeping records
- Experience in the youth sport and/or school sport sector

Knowledge and Personal Qualities:
- Knowledge and awareness of the key trends and practices affecting the education, youth and school sport landscape
- Motivated and hardworking
- Highly organised with the ability to work on own initiative and as part of a team
- Effective motivator and influencer of people
- Tenacious when it comes to problem solving, acquiring key information and influencing action
- Ability to establish effective working relationships with contacts at all levels of the organisation and externally
- Able to manage own time and prioritise workload
- Excellent written communication and report writing skills
Terms and Conditions

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The information provided below may be helpful to applicants as a guide but should not be treated as a substitute for a full contract of employment. Please note that terms and conditions will be a pro-rated for part time appointments as appropriate.

Hours of Work
This position is offered on full time hours of 37 per week. Furthermore, you will be expected to work the hours necessary to fulfil your duties satisfactorily.

Salary
We are looking to appoint at circa £35,000 per annum.

Location
This role can be based in our Loughborough office on the Loughborough University campus or can be a blend of working from our Loughborough office and working from home, on the basis of a minimum of 1 day worked in the office and the remainder worked from home each week.

Annual Leave
This post has an annual leave entitlement of 25 days which may be taken, subject to approval by line manager, at any time of the year. In addition, there will be 8 bank holidays and 5 additional days which the Youth Sport Trust determines on an annual basis. These allowances will be pro rata for part time and temporary positions.

Pension
On the start of your third month of continuous service with the Trust you will be contractually enrolled into the pension scheme nominated by the Trust. Upon joining the scheme, you will receive 5% employer pension contribution, based on your basic salary. Full details of the Qualifying Scheme are available from HR.

Health Cash Plan
The Youth Sport Trust recognises the importance of maintaining good health and wishes to support employees and their families with this. We provide all employees with access to a health cash plan that allows employees to reclaim costs for a range of medical care and treatment costs.

Volunteer Days
The Trust recognises the importance of volunteering and as such provides up to 5 days volunteer leave per annum. 3 days are paid, the remaining are unpaid.

Interest Free Season Ticket Travel
The Youth Sport Trust offers interest free loans for employees to purchase bus or train season tickets.
Terms and Conditions (continued)

Probation & Career Development
Initial appointment to the Youth Sport Trust is subject to a six month probationary period. All posts in the Youth Sport Trust are subject to an annual appraisal process with a formal six month review. Annual pay awards are performance related and linked to appraisals and further information on this will be provided upon appointment.

The Youth Sport Trust has identified a number of competencies that are aligned to our values. Competencies are the behaviours and skills that define successful performance in the work place and provide an understanding of what is required to be effective within a role and to develop in your career. Competencies allow for an individual’s performance to be evaluated not just on outcomes but also on how they achieve those outcomes. Typically, competencies are used to provide people with more clarity about what is expected of them, what is acceptable and unacceptable performance, as well as supporting the values of an organisation.

The framework for Youth Sport Trust has been developed with input from all managers and employees across the organisation. There are 16 competencies in total and employees work with their managers to identify those that are most appropriate to them and their development. We have one core competency that is critical for all employees which is “Living Out The Company Values”.

Pre – Employment Checks
Any offer of employment will be conditional on:

- The receipt of two references to the Youth Sport Trust. One referee must be your current or most recent employer.
- Satisfactory documentary evidence of your eligibility to work in the UK in accordance with current legislative requirements.
- Your written confirmation that the information provided on your application is correct.
- Satisfactory verification of your professional qualifications
- If the post involves training, supervising, working with and /or being in sole charge of children and young people you will be required to apply for a disclosure from the Disclosure and Barring Services (DBS). This was previously known as the CRB check and is an impartial and confidential document that details an individual’s criminal record, and where appropriate, details of those who are banned from working with children. The offer of employment will be conditional on the disclosure proving satisfactory to the Youth Sport Trust. The Youth Sport Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
How to apply

Applications should be made using the online Youth Sport Trust application form. For further details and access to the online form please visit [http://jobs.youthsporttrust.org](http://jobs.youthsporttrust.org) and click on the appropriate vacancy.

**Closing Date**

Please ensure you submit your application no later than **11.59pm on 17 October 2023**.

**Selection**

Selection will take place by 19 October 2023

**Interview**

Interviews will take place on 25 October 2023 in our Loughborough Office. The format of the interviews will be confirmed if you are selected, but please be aware that the format usually consists of job focused individual activities, followed by a panel interview.

**Equal Opportunities**

Youth Sport Trust positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, sex, gender identity, religion, sexual orientation, disability, or nationality.

**Further information on the Youth Sport Trust**

If you would like further information on the Youth Sport Trust, please refer to the YST website [www.youthsporttrust.org](http://www.youthsporttrust.org)