

**Outreach Officer**

*[Sports Coaching, Youth Worker, Administration, Inspiration]*

BIGKID is looking for a cool, **calm** and collected firecracker of a Sports Coach with **energy** and ideas to spare. Follow through, **ambitions** and be the biggest **heart for the youth** of London with experience of youth work the BIGKID way!

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| **About Us** |
| BIGKID’s mission is to end youth violence. We equip young people to takecontrol of their lives, find, develop and act on their own potential. We stronglybelieve that behind every kid is something BIG.BIGKID is a growing, multi-award winning, organisation with many excitingopportunities from our amazing site in Brixton, including Cook Off events withMichel Roux Jnr, sailing in Suffolk, NFL and Nike collaborations to quiz nights,youth club and mentoring. This role will enable you to drive our fundraisingforward in a team which will encourage you to try new things and make thejob your own. |
| **About the role** |
| BIGKID is possibly the best organisation you will ever work for. The work environment is flexible, family orientated and buzzing with creativity. We are looking for a dynamic, self-starting superstar to work with our Operations team to expand and grow our community programme across London. You’ll be working closely with Jonathan as well as the other youth coaches to facilitate and assist our award-winning programmes in London. You’ll also be supporting the team to keep our South London hub strong and thriving while we expand. You’ll need to be an all-rounder and able to run sports sessions, youth club nights, build relationships with partner organisations, navigate yourself across London and handle your own admin. Communication skills are essential and a willingness to commit and get behind the BIGKID vision.  |

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| **You should apply for this job because** |
| * BIGKID is an effective and fast-growing organisation
* The work is exciting
* You can make the role your own
* You will be part of a fabulous team
* You will be impacting the lives of hundreds of young people
* You can bring your ideas to the table and see them through to fruition
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| **Salary and Benefits** |
| * £13.15/hr (London Living Wage), 15 hrs/week
* Travel/mileage within London
* Flexible working
* 34 days holiday (Inclusive of bank holidays, BIGKID in-kind days).
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**Application Process**

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| Stage |  | Dates |
| 1 | Send a completed application form and current CV to Unika@bigkidfoundation.org | Deadline: Friday 16th February 2024 |
| 2 | * Interview at BIGKID office
* Values assessment
* Approx 1.5 hours in total
 | 19th – 23rd February 202410am-5pm |
| 3 | A short interview with our young people at the BIGKID youth club. Approx 30mins | 26th February – 1st March 4-6pm |
| 4 | A final interview with our CEO, Director and trustee. | 6th March |
| 5  | Notify successful applicants | 15th March |
| 6 | Start date | ASAP |

**Duties and responsibilities:**

* To coach a range of sports at a local level with the focus on creating a fun family environment where young people can be themselves and develop on to volunteering, coaching and employment.
* To prepare and implement well-structured and engaging coaching programmes ensuring a high quality, enjoyable coaching experience centred on the needs of the participants
* To take positive steps to identify and overcome barriers to participation amongst young people from disadvantaged backgrounds, prioritising access and inclusion, using the partnerships with local clubs as a ‘hook’ to inclusion in the sport.
* To run sessions in youth club settings that focus on personal development such as leadership, wellbeing and the arts.
* To actively foster a safe and fair environment where young people have a strong sense of belonging and feel confident and included.
* To support work with clubs and other community groups to ensure that young people are retained in sport through high quality coaching.
* To coach within clubs and new junior clubs/sections, after school or in the community.
* To assist in identifying talented young people and encouraging further development via a number of different courses/opportunities and exit routes.
* To be a positive role model and informal mentor creating a positive and fun environment in which to motivate and encourage young people to participate in sport or physical activity.
* To effectively supervise, mentor and direct support staff and volunteers where appropriate and to specifically support effective delivery of the programme.
* To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.
* To maintain current knowledge of relevant NFL / BAFA programmes policies and practices.
* To carry out administrative duties as necessary e.g. maintain accurate attendance registers, collect monies, carry out risk assessments, etc.
* To assist in the collation of management information.

**Note:**
Although the core duties of the post are set out within the job description, a flexible approach to work is essential. The postholder may be required to adapt the above duties to take account of changes to working practices (e.g. the introduction of new technology).

**Essentials:**

* A strong desire to see young people take control of their lives, find, develop and act on their own potential
* Ability to think creatively, differently and boldly
* Excellent interpersonal skills, with significant experience of building, managing and sustaining relationships with partners/supporters.
* Self-motivated with ability to be a flexible and cooperative member of the team
* Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure.
* Excellent verbal communication skills including knowing which mode of communication is appropriate e.g. email/whatsapp/phone call
* Good personal skills and the ability to develop and sustain relationships with young people crucially and various stakeholders.
* Strong administration skills
* Professional, thorough and determined
* Innovative, able to identify and act upon new opportunities

**Desirable:**

* Experience of running tournaments, leagues, community friendlies.
* Experience of organising and executing a successful community event
* Ability to manage volunteers
* An understanding of youth culture and American Football culture
* An understanding of the sector particularly relating to youth work
* Ability to deal in a helpful, friendly and professional way with people from all social and professional backgrounds
* Safeguarding qualification