

FBB Schools: Data and Administrative Assistant



Who are we?

FBB supports young people who are passionate about football but disengaged at school, in order to help them finish school with the skills and grades to make a successful transition into adulthood. We do this by providing long-term, intensive support, built around relationships and young people's passions, in the classroom and beyond. We are an asset-based organisation with a view that all our interventions must build from a young person's strengths and passions. We are commissioned by schools to support students who are at risk of exclusion to re-engage with learning and develop positive relationships with peers and adults.

We currently work with 1,000 Key Stage 3 students across 45 mainstream and Alternative Provision schools in London, Essex and Greater Manchester. The vast majority of our students are contending with multiple adverse childhood experiences (ACEs) and demonstrate insecure attachments behaviours. In keeping with national trends, students eligible for Free School Meals, students with SEMH, and students from Black Caribbean and White British low income families are disproportionately represented amongst our participants.

FBB Schools: Data and Administrative Coordinator

Role Description

Reports to:	Senior Learning and Insights Coordinator
Start date:	April / May 2020 (as soon as availability allows)
Location:	FBB HQ in Brixton
Hours:	Full Time
Salary:	£21,000 to £23,000
Deadline:	5pm on Monday 23rd March

Key Responsibilities

The Data and Logistics Coordinator will work closely with the Senior Learning and Insight Coordinator and the Operations Manager to collect and monitor data relating to our FBB programmes, develop and maintain systems to ensure high office standards and support the smooth running of operations logistics.

The successful applicant will be responsible for collecting, inputting and monitoring FBB's session and outcomes data. They will manage this data and work closely with the delivery team and our partner schools to ensure that data quality is of an excellent standard. This information will be central to the Impact Team's learnings and decision-making. They will also be responsible for the development and maintenance of operational systems throughout different areas of the organisation. They will support the office and school programmes' logistics ensuring all of the team requirements are catered for on a regular and timely basis.

Crucial to the role will be:

- the ability to work with frontline staff to ensure they meet their data requirements
- proactive thinking and planning around data collection
- clear communication with the Impact team around data completion and quality
- exceptional organisation, planning and administration skills
- willingness to learn and ability to respond to feedback and learn from mistakes

Football Beyond Borders is committed to safeguarding and promoting the welfare of children and young people and fully expects the Data & Logistics Coordinator to share this commitment.

Main Duties

1. Assist Project Leads based in our partner schools with the collection and handling of data
2. Manage our data systems to ensure data quality is maintained
3. Work closely with delivery team to ensure that we are meeting our data input targets
4. Monitor the delivery of our quarterly surveys (data input and management)
5. Support Senior Learning and Insights Coordinator in the collection of weekly and termly data from schools
6. Maintain systems for the purchasing and managing of office and school delivery equipment

7. Assist Operations Manager to ensure the FBB office and youth center are safe, tidy and run inline with relevant Health and Safety guidelines
8. Provide administrative support to senior members of the team on day to day tasks

Key skills:

- Patience + collaborative
- Communication and interpersonal skills
- Attention to detail
- Organisational skills
- Logical approach to work
- Problem solving

Person Specification

EXPERIENCE AND KNOWLEDGE	
<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> ● Experience providing administrative support ● Experience working with Databases, Excel spreadsheets and Reports ● Strong attention to detail and ability to produce accurate work ● Communicating clearly and confidently to a range of internal and external stakeholders. ● Highly efficient and able to quickly perform administrative tasks 	<p style="text-align: center;">Desirable</p> <ul style="list-style-type: none"> ● Experience working in a growing organisation ● Experience implementing new systems in small organisations ● Experience developing or maintaining logistical systems
CHARACTERISTICS AND SKILLS	
<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> ● Ability to build positive rapport and effective working relationships with colleagues, teachers and young people ● Ability to work independently and proactively with minimal supervision ● Willingness to respond to feedback and learn from mistakes ● Passion for social justice and young people 	<p style="text-align: center;">Desirable</p> <ul style="list-style-type: none"> ● A commitment to using sport as a vehicle to support young people to achieve their goals

Recruitment process

Safeguarding statement

FBB is committed to adopting a safe recruitment process and follows the NSPCC safer recruitment procedures that have safeguarding at their heart and aim to discourage unsuitable applicants.

The successful applicant will be expected to comply with all of FBB policies, in particular:

- Equality and Diversity
- Health and Safety
- Safeguarding

Disclosure

The appointment is subject to an enhanced DBS check.

Shortlisting, interviews and reference checking

Only those applicants who meet the right criteria will be taken through to interview stage.

Shortlisted candidates will be interviewed. References from the previous and current employer may be taken up for shortlisted candidates. Please let us know about the sensitivity of taking up references prior to interview.

To apply:

Deadline for the receipt of written applications is 5pm on Thursday 19th March

Please submit a written application form of no more than 2 sides of A4 in minimum 11 point font on the following 3 areas:

1. Why you are passionate about supporting young people to achieve their goals both at school and in wider life
2. Why you want to do this job and work for FBB
3. How your skills and experience relate to the role advertised

Application Timeline:

Deadline for applications: 5pm on Thursday 19th March 2020

Recruitment day with interview, tasks and session with young people: w/c 30th March 2020

Provisional Offers made: w/c 13th April 2020

Start date: w/c 24thth August 2020

Please also submit a CV that includes:

- Personal details including current address, contact details and N.I number.
- Education and Training history including details of all qualifications.
- Details of 2 referees, including your current employer.
- A description of your employment history, including reasons for leaving a post and explanations for any employment gaps.

If you have any questions about the role, please contact Timi Akinyemi on timi@footballbeyondborders.org

Please submit the application and CV to timi@footballbeyondborders.org

Principles of our FBB Schools programme:

Our FBB Schools programme exists to transform the behaviour for learning and attitude to learning of students who love football but are disengaged at school. Our work builds on the strengths and potential of our young people through putting their passion for football at the heart of their learning.

Our programme is built on the following four theoretical foundations:

- Attachment Theory
- Adolescent Neuroscience
- Developmental Trauma
- Humanistic Therapy

This is a three year, weekly intervention delivered in partnership with primary and secondary schools across London. The programme is targeted at Key Stage 3 students who are disengaged at school and come from economically disadvantaged backgrounds. We know from the evidence that Key Stage 3 is the crucial time to work with disengaged boys and girls in order to prevent them from being excluded.

We believe real change can only be sustained through an embedded and holistic approach to our young people's development. We work to become deeply embedded in the lives of our participants and in the communities we are based in. We do this through working with our participants both in their schools and through our community based evening and holiday programmes. This integrated approach is supported through intensive parental and teacher engagement achieved through parents' evenings, teacher showcases and weekly text and phone updates.

Key aspects of the FBB Schools programme:

There are four parts to our FBB Schools programme:

1. **Classroom:** Our football-themed curriculum aims to tap into young people's passions to create transformative learning experiences and develop key social and emotional competencies. We deliver project based classroom learning sessions often with external partners such as Nike, Gillette and the FA, and these complete with a public showcase at the end of each project. We see this as a key part in young people developing a more positive attitude towards learning.
2. **Pitch:** We provide a constraints led, game-based football coaching curriculum. Our students learn to overcome challenges, learn from mistakes and support their team mates, improving their social and emotional competencies. We believe that the football pitch is a safe space where young people can experience, reflect on and learn from both positive and negative emotions.

3. **Trips:** We reward participants with visits and end of year tours built around exciting events involving inspiring people from the world of football and media. Our students broaden their horizons and develop positive habits.

4. **Interventions:** Weekly 'Football Therapy' one to one session with a BACP qualified counsellor to provide a safe space for our most At Risk students to work through the traumatic experiences which may be contributing to their challenging behaviour.