



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120  
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

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## **Job Pack**

### **Project Coordinator (Sports Works)**

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **2nd December 2024 at 11.59pm** and interviews will be held on **9th December 2024**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Martha Baker** - [martha@otrbristol.org.uk](mailto:martha@otrbristol.org.uk)

## Role Summary

<b>Job Title</b>	Project Coordinator (Sports Works)
<b>Salary</b>	OTR Band B+   Starting salary £26,882 fte (£16,129.20 pro rata)
<b>Hours</b>	22.5 hours per week   0.6 fte
<b>Contract</b>	Fixed term for 12 months
<b>Leave</b>	Flexible - our basic entitlement is 38 days (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
<b>Pension</b>	With The People's Pension - up to 3% employer contribution on qualifying earnings
<b>Location</b>	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH and in locations across Bristol and South Glos.
<b>Accountable to</b>	Team Manager (Community Partnerships)
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>● To promote and develop the Community Partnerships offer across OTR: Supporting young people to improve their wellbeing, social and community connections through sport and outdoor based projects and activities.</li> <li>● To lead on the development and delivery of a rolling programme of sports, physical activity and movement based wellbeing workshops, activities and events alongside existing sports clubs and coaches.</li> <li>● To lead on developing the project in collaboration with other providers, partners and external stakeholders, creating new strategic and operational relationships with outdoor and sport/exercise agencies and individuals.</li> <li>● To deliver the programme in a highly participatory way, with young people at the heart of all design and delivery, as well as supporting volunteer and student placement opportunities.</li> <li>● To develop ways of working with young people that typically face barriers to accessing mental health support.</li> <li>● To work with key partners in order to ensure the project is accessible and inclusive for young people from a wide range of demographics and backgrounds.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>● Young people</li> <li>● Team Manager (Community Partnerships)</li> <li>● Art Works Project Coordinator</li> <li>● Nature Works Project Coordinator</li> <li>● OTR staff and volunteers</li> <li>● External partners</li> <li>● Marketing &amp; Communications team</li> </ul>

## Role Description

<p><b>Project Delivery</b></p>	<ul style="list-style-type: none"> <li>● To lead on the design, coordination and delivery of an ongoing range of wellbeing themed workshops, events and activities relating to sport, physical activity and movement</li> <li>● To manage existing relationships and develop new partnerships with relevant organisations across the area.</li> <li>● To ensure evaluation and feedback on all activities is gathered and shared.</li> <li>● To undertake monitoring, evaluation, data input, ongoing administration, and keeping up to date and accurate records.</li> <li>● To engage a diverse range of young people from across Bristol and South Glos. including a high proportion of young people that typically face barriers to accessing mental health support, and those disproportionately at risk of poor mental health.</li> <li>● To work with the Marketing &amp; Communications Team on the branding of the project and promote the work across Bristol and South Gloucestershire.</li> <li>● To input into a team budget and work to an activity budget with support from the Team Manager</li> </ul>
<p><b>Supervision &amp; Safeguarding</b></p>	<ul style="list-style-type: none"> <li>● To act on safeguarding concerns efficiently and in a timely manner, ensuring that at-risk young people are flagged and supported by the team, consistent with local protocols and procedures.</li> <li>● To attend regular supervision with the Team Manager (Community Partnerships) as agreed.</li> <li>● To stay up to date with Safeguarding procedures, knowledge and training.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● To engage in training and development appropriate to the role</li> <li>● To commit to the core values of OTR, including young people's empowerment and participation</li> <li>● To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding.</li> <li>● To ensure all paper and electronic personal records are managed and stored safely at all times.</li> <li>● To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.</li> </ul>

## Person Specification

	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrable and relevant education, e.g degree in psychology, BTEC in Sports for Wellbeing, A Levels in similar.</li> </ul>	<ul style="list-style-type: none"> <li>• A sports or coaching qualification.</li> <li>• A recognised qualification in health, social care, or relating to the mental health of young people.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience building and managing relationships with partner organisations.</li> <li>• Demonstrable experience working with young people with complex needs.</li> <li>• Experience delivering workshops or group work with young people from a range of backgrounds</li> <li>• Experience working with young people through sport or physical activity.</li> <li>• Experience of project coordination, development and maintenance.</li> <li>• Experience coordinating people and developing teams.</li> <li>• Experience with safeguarding, confidentiality and risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing and coordinating events.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of sport and outdoor activities and their impact on wellbeing and mental health.</li> <li>• Knowledge of local sports provision for young people.</li> <li>• Knowledge of local systems and care pathways for young people across social care, health and the charity sector.</li> <li>• Knowledge of barriers young people face accessing mental health support.</li> <li>• Knowledge of safeguarding and best practice.</li> <li>• An excellent working knowledge of anti-oppressive and equalities issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date knowledge of the latest research around the link between mental health and sport/physical activity.</li> <li>• Knowledge of young people's mental health and wellbeing and the surrounding policy context.</li> <li>• Knowledge of digital platforms and social media.</li> <li>• Good knowledge of the Bristol and South Glos areas.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• A passionate sportsperson with the ability to participate with a range of sport activities.</li> <li>• The ability to work independently and get results.</li> <li>• Resourceful and motivated.</li> </ul>	<ul style="list-style-type: none"> <li>• Emerging leadership skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills and the ability to build networks and alliances with relevant stakeholders.</li> <li>• An ability to empathise, relate and communicate with young people from a variety of social and cultural backgrounds</li> <li>• Excellent organisational skills and the ability to prioritise and manage a demanding workload.</li> <li>• Ability to engage critically with the work and the field of mental health.</li> <li>• Excellent IT skills.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Creative and passionate about sport and physical activity.</li> <li>• Collaborative, diplomatic, supportive and encouraging.</li> <li>• Resilient; able to model good self care.</li> <li>• Values led with a personal commitment to equality, diversity, social justice and change.</li> <li>• A strong personal interest in and commitment to the mental health and wellbeing of children and young people.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Access to own transport and ability to travel to multiple sites across Bristol and South Glos, sometimes on the same day.</li> <li>• A willingness to work flexibly, including some evenings and weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• A full, clean driving licence and access to a personal car.</li> </ul>

## About us

OTR is a mental health social movement by and for young people. The charity is at an exciting stage of its 59-year history and is proud to be reaching more young people than ever before (over 20,000) across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing info and support.

Our approach to mental health is grounded in a set of beliefs and assumptions that underpins all of our work. We believe in celebrating diversity, empowering and mobilising young people to make change, and that catering to the unique strengths, interests and circumstances surrounding young people is key. Our approach centres on collaboration and partnership, building relationships between individuals, peers and communities.

Each day is as engaging and fulfilling as the last, and with a network of supportive, community minded people, we hope you'll feel welcome here. As a thank you, we like to compensate our employees for the important work they do with a range of benefits including a flexible leave policy (38 days), healthcare cost assistance with HealthShield, flexible and hybrid working arrangements, enhanced sick pay, parental leave, continual training and development, free yoga and reiki, and more (subject to contractual terms and conditions).

At OTR, whatever your role or professional background, you will be expected to work in a way that is anti-oppressive and inclusive. A key focus for OTR is to develop an organisation that is inclusive for all but we do not claim to be experts in this. We are committed to continuous learning and improvement in these areas and invite you to join us on this journey.

OTR recognises the benefits to individual practice and organisational credibility of having a diverse community of staff and volunteers and to this end is continually working towards building and maintaining an environment which values and pursues diversity accordingly.

We recognise that tackling systemic inequality, prejudice, racism and oppressive practice requires each of us to actively engage, self-examine and make changes where necessary, in order to improve access and equitable experience for all in society and all of those who come through our doors at OTR.

<b>What We Believe</b>	<b>What We Value</b>	<b>How We Behave</b>
<ul style="list-style-type: none"><li>• We believe that our offer should be inclusive of all cultures and identities</li><li>• We believe that young people have unique strengths, interests and circumstances</li><li>• We believe that the world around us impacts our wellbeing</li><li>• We believe in placing young people at the heart of our work</li><li>• We believe in innovating and evolving to improve our offer for young people</li><li>• We believe that relationships are what make the difference</li><li>• We believe in the power of partnerships</li></ul>	<ul style="list-style-type: none"><li>• Collaboration</li><li>• Diversity</li><li>• Learning</li><li>• Sharing</li><li>• Participation</li><li>• Self-efficacy</li><li>• Self-care</li><li>• Transparency</li><li>• Agency</li><li>• Creativity</li><li>• Social Action</li><li>• Pragmatism</li></ul>	<ul style="list-style-type: none"><li>• We're accommodating</li><li>• We're integrated</li><li>• We're thoughtful</li><li>• We're supportive</li><li>• We're open</li><li>• We're resourceful</li><li>• We're resilient</li><li>• We're communicative</li><li>• We're independent</li><li>• We're imaginative</li><li>• We're motivated</li><li>• We're adaptable</li></ul>