

**STREET
GAMES**

HOLIDAY ACTIVITIES AND FOOD PROGRAMME PROJECT OFFICER (BIRMINGHAM)





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ABOUT STREETGAMES; CHANGING YOUNG PEOPLE'S LIVES THROUGH SPORT

StreetGames is a UK charity on a mission to bring sport to young people's doorsteps. Sport has the power to make young people safer, happier and healthier, but low-income households and under-served communities often miss out.

Together with our network of 1,600 community partners, we're providing equal opportunities through sport.

For over 4 million children and young people living in low-income households and under-served communities, access is often expensive and exclusive, and those who need these opportunities most are too frequently left behind.

We believe every young person deserves a chance to participate.

We deliver positive change using a tried-and-tested way of working called Doorstep Sport. This is the core of everything we do: ensuring young people in under-served communities get the chance to participate in sport in a way that is accessible, inclusive, and relevant to them.

We help our community partners provide activities at the right time, place and price, and in the right style. We also provide training, ensuring delivery of activities by the right people.





OUR VALUES

We hold a set of shared values, through the community of talented people, who work for StreetGames. We hold each other accountable to these values and ensure that we live our values when working with external partners and/or young people. We are:



People-centred

People are at the heart of everything we do.



Passionate

We are passionate about making a difference for children and young people living in low- income, underserved communities.



Positive

We are positive in our approach to every area of our work. We back ourselves to find solutions even when things are challenging.



Pragmatic

We are pragmatic about the approaches we must take to tackle the inequalities for young people living in low-income, underserved communities: the world is not perfectly designed, and we find a way.



Courageous

We are courageous in our approach to creating change. We positively disrupt and challenge in the pursuit of our mission.



OUR COMMITMENTS

StreetGames is a special place to work. Our workplace is a community of talented people who work in innovative and co-productive ways. How we work together reflects a commitment we make to each other. We are committed to:



Respecting Everyone

Valuing every member of our workplace community, treating each other as equals and with kindness.



Being Inclusive

Celebrating the diversity in our workplace community, valuing each others' experiences, skills, expertise, preferences and thoughts.



Being Team Players

Being reliable for each other. Supporting one another to achieve. Creating an environment where people feel included and empowered, and can be creative and supported on their StreetGames journey.



Being Collaborative

Working with others, seeking to utilise the skills and expertise of many. Sharing our learning, ideas, and listening, we achieve the best outcomes for community organisations and young people.



Learning Together

Embracing critical thinking, celebrating success, and encouraging challenge whilst drawing on our learning and then applying our understanding so we can make the most significant impact on young people through Doorstep Sport together.



Acting with Integrity

Championing the highest organisational standards. Being greatly aware of our accountability and responsibility. Doing what we say we will do and holding ourselves and each other to high standards.



Being Agile

By being curious, thinking flexibly and creatively and seeking new opportunities, we pro-actively adapt and provide meaningful support when these new opportunities arise.



Being the People Beside the People

Making decisions in the best interest of the community organisations and the young people we support and represent so they reap the benefits of Doorstep Sport.



SAFEGUARDING STATEMENT

StreetGames acknowledges its duty of care to safeguard, protect and promote the welfare of children, young people and adults. Our safeguarding practice is informed by statutory responsibilities, relevant government guidance, and sector best practice. We recognise that safeguarding is everyone's responsibility, and we are committed to creating positive, enjoyable, and safe experiences for everyone who engages with our services.

All applicants will be subject to a safer recruitment process, which includes checking application information, identity, references, appropriate criminal records and other vetting checks relevant to the role. Interviews will include questions about safeguarding and the protection of children, young people and adults. Appointment will be subject to satisfactory completion of all relevant pre-employment checks.

For more information about our safeguarding policies and procedures, visit our website here:

[Safeguarding Policies and Procedures – StreetGames](#)



EQUALITY, EQUITY, DIVERSITY, INCLUSION AND BELONGING

StreetGames is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

StreetGames is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

We do not want recruitment for diversity to simply be a tick box exercise at StreetGames, it is the right thing to do and the smartest way for us to do our business and enabling us to be representative of the communities we serve, and creating a diverse team is in the best interest of all our stakeholders.

For more information about our approach, visit our website here

[StreetGames Approach – Sport at the right time, place, price and right way.](#)



JOB DESCRIPTION

JOB TITLE / TYPE: HAF Project Officer – 0.4FTE (2 days/14 hours per week); fixed term until March 2029

LOCATION: Birmingham – Hybrid (must be West Midlands based)

GRADE/SALARY RANGE: £9,791.60 pro-rata (£24,479 FTE)

JOB PURPOSE:

The Holiday Activities and Food (HAF) programme Project Officer will provide operational and administrative support to the Birmingham HAF Programme, helping to ensure the programme is delivered efficiently, safely and in line with contractual requirements.

Working closely with the HAF Programme Manager and wider Birmingham team, the postholder will co-ordinate key programme processes, support community organisations throughout the programme lifecycle, administer grants and compliance requirements, maintain programme systems and data, and provide day-to-day operational support across all delivery periods.

The role will play a key part in ensuring providers receive high-quality support, programme information is accurate and up to date, and operational issues are resolved promptly, contributing to the successful delivery of HAF and wider StreetGames programmes across Birmingham.





KEY RESPONSIBILITIES

1. Co-ordinate and administer the day-to-day operational processes that support the successful delivery of the Birmingham HAF programme.
2. Act as a key point of contact for delivery partners, providing advice and support throughout the programme lifecycle and responding to routine enquiries.
3. Manage the HAF programme inbox, responding to routine enquiries, providing advice and support throughout the programme lifecycle, and escalating complex issues where appropriate.
4. Administer grant processes, undertake due diligence and compliance checks, and maintain accurate provider records and documentation.
5. Support the operation of programme systems, including booking platforms, data management systems and reporting tools, ensuring information is accurate, complete and up to date.
6. Co-ordinate the collection, validation and reporting of programme data, supporting monitoring, evaluation and contractual reporting requirements.
7. Provide financial and administrative support, including processing purchase orders, invoices, grant payments and maintaining accurate financial records.
8. Undertake quality assurance visits to providers, recording findings, monitoring compliance and escalating issues where appropriate.
9. Support the mobilisation, delivery and review of HAF programmes, including co-ordinating meetings, events, training and provider communications.



KEY RESPONSIBILITIES

10. Identify and resolve routine operational issues, escalating more complex matters to the HAF Programme Manager where appropriate.
11. Work collaboratively with colleagues, partners and community organisations to support the successful delivery and continuous improvement of HAF and wider StreetGames programmes.
12. Represent StreetGames within local, regional and national partnerships, networks and forums, acting as an advocate for young people and underserved communities.
13. Identify and respond to emerging opportunities, challenges and priorities, contributing to the achievement of StreetGames' strategic objectives.

GENERAL DUTIES:

1. Behave in accordance with the StreetGames values and commitments in carrying out the duties of the post.
2. Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
3. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
4. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



EXPERIENCE, KNOWLEDGE AND SKILLS

ESSENTIAL

1. Qualified to Level 2 (5 GCSE's A-C including English and Maths).
2. Experience of providing administrative or project support within a busy working environment.
3. Experience of organising and maintaining accurate records, systems and databases.
4. Experience of working with community organisations, customers or service users.
5. Experience of using Microsoft Office applications and digital systems to manage information and produce reports.
6. Understanding of the importance of compliance, confidentiality and accurate record keeping.
7. Understanding of safeguarding principles and their application when working with children and young people.
8. Knowledge of the barriers affecting participation for children, young people and underserved communities.

DESIRABLE

1. Experience of supporting grant administration or funding programmes.
2. Experience of working within the HAF programme or a similar community programme.
3. Experience of supporting quality assurance, monitoring or compliance processes.
4. Experience of using booking or data management systems.
5. Experience of working within the voluntary, community, education or local authority sectors.
6. Understanding of programme monitoring, evaluation and reporting requirements.



SKILLS AND ABILITIES

1. Strong organisational skills with the ability to manage multiple tasks and priorities effectively.
2. Excellent written and verbal communication skills.
3. Ability to build and maintain positive working relationships with community organisations, partners and colleagues.
4. Strong attention to detail and the ability to maintain accurate records, data and programme documentation.
5. Ability to use Microsoft Office and digital systems confidently to support programme delivery.
6. Ability to identify and resolve routine operational issues, escalating where appropriate.
7. Ability to work independently and collaboratively as part of a team.
8. Ability to plan, coordinate and prioritise workloads to meet deadlines.
9. Ability to support the delivery of meetings, events, training and quality assurance activity.
10. Ability to work in a way that promotes the safety and wellbeing of children, young people and adults.
11. Commitment to equality, diversity and inclusion and the ability to support inclusive practice in all aspects of the role.



BENEFITS

- Hybrid working and access to office space in Birmingham, Manchester and London
- Great work-life balance
- Access to free counselling and support services
- Enhanced family friendly benefits
- Company Socials
- Eye Care allowance
- Cycle scheme
- Pension scheme of up to 8% employer contributions
- 25 days (13.2 pro-rata) annual leave plus bank holidays
- 2 Volunteering days per year



HOW TO APPLY AND INTERVIEW INFORMATION

You can upload your CV and covering letter, outlining your suitability for the role on our website at

<https://www.streetgames.org/about-us/careers/>

You can email your CV and covering letter, outlining your suitability for the role direct to: people@streetgames.org and quote **HAF PO** in the subject line.

If you require any additional support applying for this role, please contact people@streetgames.org and we will try and accommodate any reasonable requests.

Closing date for applications is **Mon, 7th of September, 9:00am**

Interview Details: Wed, 23rd of September, in Birmingham

If you know you will be unavailable on the date above, please state this on your application

The following methods are used to systematically remove bias from the shortlisting process:

- **Anonymisation:** Removing all personally identifiable information from an application.
- **Wisdom of the crowd:** Getting more than one person to review applications helps to average out subjectivity for a more accurate assessment of merit.