

Job Description

JOB TITLE	Community Coordinator Model City Hounslow West
DEPARTMENT	Laureus Sport for Good
REPORTING TO	Laureus Programmes and Grant Manager
TYPE OF CONTRACT	<p>Fixed term full time: 2 years / 24 months (with a three month probation period)</p> <p>We will also consider job share and/or part time candidates. Please specify in your application.</p> <p>Some evening and weekend working may be required.</p>
LOCATION	Hounslow with occasional travel to other London locations and Laureus Sport for Good Global office in Fulham.
SALARY	£24,000 - £28,000 FTE dependent on experience
PURPOSE	<p>Over the past four years, Laureus has been pioneering a new approach to creating positive change through sport in major cities. Already working in New Orleans and Atlanta, we've called this approach 'Model City'.</p> <p>We're already seeing that when you bring organisations together and work towards common goals, the results are greater than the sum of their parts. Organisations learn from each other, build scale and reach, whilst identifying long term solutions. Impacts are heightened and more communities are benefiting from the power of sport to create change.</p> <p>Together with the Greater London Authority (GLA) and Nike, Laureus are launching Model City London: a pioneering approach to creating and embedding locally-led coalitions that use sport to stimulate social integration amongst communities in targeted parts of London.</p> <p>We are now recruiting for a Community Coordinator for Hounslow West. The Community Coordinator will oversee Laureus' place-based initiative 'Model City' facilitating, coordinating and developing the local Coalition and acting as the link between the Coalition and Laureus.</p>
BACKGROUND	<p><u>Laureus Sport for Good Founding Belief Statement</u></p> <p><i>"Sport has the power to change the world. It has the power to inspire, it has the power to unite people in a way that little else does. It speaks to youth in a language they understand. Sport can create hope where once there was only despair. It is more powerful than governments in breaking down racial barriers. It laughs in the face of all types of discrimination"</i></p>

	<p>Nelson Mandela 25 May 2000, Inaugural Laureus World Sports Awards, Monaco</p> <p><u>Vision</u> <i>"Using the power of sport to end violence, discrimination and disadvantage. Proving that sport can change the world"</i></p> <p><u>Mission</u></p> <ul style="list-style-type: none"> • We support sport for development programmes which enhance the social and emotional development of children and young people in disadvantaged communities, reduce the impact of violence, conflict and discrimination in their lives, inspire healthy behaviour change and increase their educational achievements and employability skills. • We strengthen the sport for development sector through impact measurement, research and knowledge-sharing • We highlight serious social issues faced by children and young people and unlock greater resources for the sector through effective advocacy and communications
<p>KEY TASKS / RESPONSIBILITIES</p>	<p>Coalition Coordination</p> <ul style="list-style-type: none"> • Drive forward and grow a Coalition of sport for development and community stakeholders. • Provide high quality, responsive and dynamic coordination of the Coalition by organising and facilitating meetings, communicating effectively and regularly with stakeholders and encouraging local leadership. • Provide coordinative support between the Coalition and external partners. • Be transparent in how you work whilst holding yourself and the Coalition accountable to the highest standards. • Drive the action plan for the Coalition and ensure Coalition members buy into the vision. • Seek out and build partnerships that result in training and capacity building opportunities for Coalition members. • Identify programme successes that can be used for ongoing communications purposes. • Work closely with Laureus' Head of Monitoring, Learning and Evaluation and external evaluators to ensure ongoing learning opportunities are maximised. • Facilitate relationship between Laureus staff and local partners to plan and execute an annual event and other special events as they arise. <p>Relationship Development</p>

	<ul style="list-style-type: none"> • Build relationships with each Coalition member organisation based on trust and transparency, and manage any relationship dynamics in the Coalition as they arise. • Ability to facilitate and mediate discussions between groups. • Use your experience to identify and build strong relationships with local charities, government agencies, funders, schools and other stakeholders that are actively working in or have an interest in sport for development. • Be active in the youth and community development groups; participate in conferences, workshops and networking events. • Be proactive in listening to community leaders and understanding their challenges, needs and solutions whilst also being able to demonstrate that their needs are being met. • Facilitate introductions between various stakeholders and networks, especially those that have not worked with Laureus, GLA and/or Nike previously. • Host guests to the projects as opportunities arise to build awareness of Model City <p>Grant Management</p> <ul style="list-style-type: none"> • In partnership with Laureus Sport for Good Programmes team, make and administer grants to local sport for development and community organisations through Laureus grant making processes. • Conduct annual grants review with support from Laureus Programmes team and support grant partners in developing organisational capacity building plans.
KEY SKILLS	<p>Necessary:</p> <ul style="list-style-type: none"> • A passion for community engagement. • Excellent facilitation skills with a welcoming and outgoing personality. • Ability to inspire and motivate diverse group of individuals and/or groups. • Problem solver that naturally builds strong and trusting professional relationships. • Independent self-starter that has experience working remotely from a team. • Strong project manager that can multitask, meet strict deadlines, and manage a team of people from partnering organisations. • Understanding of how sport can impact social change in communities. • Strong verbal and written communication skills. <p>Desirable</p>

	<ul style="list-style-type: none"> • Experience in grant management and ensuring programmes report effectively against objectives. • Knowledge of the funding landscape in London and in Hounslow. • Experience of the sport for development sector
OTHER REQUIREMENTS	<p>Local Knowledge</p> <ul style="list-style-type: none"> • Deep understanding of Hounslow, the challenges the locations youth and community face and efforts currently underway to address them. • Knowledge of sport for development, community development and charitable sectors in the location with strong existing relationships with key stakeholders. <p>Values</p> <ul style="list-style-type: none"> • Must believe in and have demonstrated commitment to Laureus' values: <ul style="list-style-type: none"> ○ Teamwork – we will engage in relationships of mutual trust and support: by recognising and valuing the importance of each team member ○ Responsible stewardship – we will take good care of the trust placed in us: relating to our brand and reputation; the financial resources entrusted to us; the talents of our staff; and the trust placed in us by beneficiaries and other stakeholders ○ Innovative leadership – we will be innovative and will lead: unafraid to pioneer new ways of addressing social challenges, with new partners, in new territories; leading in our monitoring, evaluation and research and in building like-minded coalition; and raising our voices and influence to grow the use of sport for development and societal transformation ○ Beneficiary focussed – we will put the interests of beneficiaries first: in our everyday work, the programmes we fund, our research, our advocacy and our communications and marketing ○ Excellence – we will be excellent in everything we do: in the standards to which we perform all our activities and in all our outputs, in our stewardship of funds invested through us for social change, in our engagement with programme participants, in our development of staff and partners and in every other aspect of Laureus Sport for Good
How to apply	<p>To apply for the role of Community Coordinator for Model City please send your CV and a covering letter, detailing your experience, to sportforgood@laureus.com. Applications will close on May 6th 2019, and we may begin interviews and offer the roles prior to the deadline so please get your application in early. Please apply early as interviews will be held throughout the advertising period, and we may remove the post before the</p>

	<p>closing date. Interviews will be held in either our Fulham office in London, or in sites within Hounslow. Please note, if you have applied for this role in the past 6 months unfortunately we will not be able to take your application further.</p>
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