

Job Description & Person Specification

Post Title: **Project Officer (Youth Sport)**
Salary: **£22,677 – £24,057 per annum**
Hours: **Full time (37 hours per week)**
Responsible to: **Senior Project Manager**
Responsible for: **No line management responsibilities**

The West of England Sport Trust (Wesport) is a registered charity (charity number 1114495), working with a network of organisations in the West of England – Bath & North-East Somerset, Bristol, North Somerset and South Gloucestershire

Our mission is:

Create, Inspire and Empower through Sport and Physical Activity

Wesport aims to build additional local, regional and national collaborations that will enable more (and better) sport and physical activity.

Wesport delivers national programmes as part of the County Sports Partnership Network and local initiatives.

Wesport has adopted values that are used to guide our work and our decisions:

- **Passion**
- **Respect**
- **Integrity**
- **Diversity**
- **Excellence**

Summary of the Role

The operational areas this role will lead on are planning and delivering the West of England Level 3 School Games, supporting Primary Schools across the Wesport area to make the best use of the Primary School Sport Premium funding, and ensuring selected schools complete Sport England's Active Lives survey.

Wesport receives lottery funding to deliver the West of England Level 3 School Games ensuring competitive sport remains at the heart of schools providing more young people the opportunity to compete and achieve their personal best.

Schools receive funding from the Department of Education to develop and improve PE and school sport in their primary school. Wesport is funded to provide the schools with the support, links and expertise to help them develop their provision of PE and School Sport. The Children and Young People Active Lives Survey provides world-leading insight into activity levels of children in England.

The key areas the Project Officer (Youth Sport) will lead on are:

- Developing opportunities within the West of England School Games to ensure that more young people have access to competitive sport.
- Networking and engaging with primary schools, ensuring they have a clear understanding of the support available to them in utilising the Primary School Sport Premium in a sustainable way, impacting on the quality of their PE and Sport programme. Provide access to sport professional development for teachers as appropriate.

- Support schools completing Sport England's Active Lives Survey.

The Wesport Project Officers have a key delivery role against core business objectives, impacting on Wesport's vision and mission. Project Officers will lead delivery of Wesport's projects and programmes, working with clubs, coaches, volunteers, education (Schools, Further Education, Higher Education), national governing bodies of sport (NGBs), and professional sporting networks.

Each officer will have specific lead responsibilities and will be expected to lead the planning, implementation and reporting, managing budgets / resources as required. Officers will be expected to contribute to all operational areas, where their specific lead responsibilities can contribute to the achievement of other project / programme targets and our mission.

Officers will be responsible for identifying and developing opportunities to bring additional funding into Wesport, linked to lead responsibilities and other possibilities to help achieve the organisational vision and mission.

Key Responsibilities

- Setting personal, organisational and partnership performance measurement targets linked to role purpose, key responsibilities and specific duties
- Lead the implementation, monitoring and evaluation of action plans for the identified areas of responsibility
- Ensure identified areas of responsibility contribute to other projects, programmes areas and Wesport's overall vision and mission, and adheres to Wesport values
- To manage budgets and keep up to date financial records in relation to lead areas of responsibility
- To provide strategic and operational support to Wesport groups and networks to partners and other agencies regarding community clubs and links to schools, leisure facilities and other providers, through effective communication networks, development of tools and liaison
- To work with the staff and partners to identify and develop opportunities to bring additional funding into Wesport, linked to lead responsibilities and other possibilities to help achieve the organisational vision and mission.
- Work within the Wesport team to integrate role objectives into team delivery where appropriate, and to utilise the expertise of colleagues
- Contributing to the review and production of annual plans and the achievement of the long term vision of Wesport

Current Target Areas

- Level 3 School Games – more new young people accessing competitive sport
- Primary School Links – networking and engagement; continuous professional development programme and provision of one to one support
- Active Lives Survey – increase the percentage of schools completing the survey

Person Specification

Knowledge/qualifications:

- A degree or equivalent qualification
- Understanding of current Health, Sport and Educational landscape
- Evidence of successful resource and project management and an understanding of the techniques required
- An understanding of sports equity, safeguarding children and adults at risk policies, planning, implementation and evaluation
- Experience in developing working partnerships with other professional organisations and / or the voluntary sector.
- Experience of developing partnerships within an educational setting, demonstrating an understanding of the sector.
- An understanding of current digital and social media platforms.
- IT literate and a knowledge of the benefits that IT can bring to enhance planning, evaluation, management and communications

Communication:

- Excellent communication skills via a range of methods
- Evidence of the ability to motivate, enthuse, persuade, negotiate with and influence others
- Proven ability to communicate effectively with people on all levels and from a variety of organisations

Self motivation:

- Proven ability to meet objectives on own initiative
- Committed to continuous self-development
- A willingness to work long and unsociable hours when required

Teamwork:

- Ability to work as part of a team and a willingness to make an effective contribution to the work of the team

Organisation:

- Excellent personal organisation skills
- Able to prioritise / meet deadlines as and when required
- Able to cope with unexpected and stressful situations
- An ability to organise meetings, conferences and other related activities, playing an active role in their delivery

Response to change:

- A willingness to keep abreast of developments and make a contribution to the planning and implementation of change
- Able to support the implementation of change in relation to role responsibilities in line with Wesport's strategy, vision and mission and a constantly changing national / local landscape.

Physical:

- Able to undertake all the physical requirements of the job, such as frequent travel to a variety of external locations
- Able to work occasional evenings and weekends as required

Please note: this post is subject to the satisfactory clearance of an Enhanced DBS Check

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.