

Job Description & Person Specification

Post Title:	Project Officer (Community)
Salary:	£22,725 - £25,578 per annum
Hours:	Full time (37 hours per week) 12 month contract
Responsible to:	Project Manager (Community Sport)
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:

Establishing the conditions for long-term change, enabling more people to be physically active, inclusive for all.

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 Active Partnership network and local initiatives.

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

- **We are a team of people with a passion for sport and physical activity, which is at the heart of all we do.**
- **Collaboration is key; we know when to take the lead and understand when someone else is better placed to do so.**
- **We are proud to work for Wesport and we place value in the work we do. We are always seeking new ways to make a difference.**
- **Teamwork is vitally important – we support one another to get the job done, with honesty and commitment.**
- **We are people centred; aiming to improve local communities by working with them.**

Summary of the Role

Through Wesport delivery, the national Sport England programme 'Tackling Inequalities Fund' (TIF) aims to reduce the negative impact of Covid-19 has had on widening the inequalities in sport and physical activity. The Project Officer role will initially support the local delivery, management and ongoing learning from this programme. TIF allows Wesport to work in a more flexible way to reach priority audiences through non-traditional community partners – those who don't already use sport, physical activity or movement as a tool to support their audiences. The Project Officer role will support the overall delivery of this work ensuring learning from projects is shared to help the organisation and sector partners further understand how inequality impacts on activity levels.

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

- Supporting the delivery of the nationally funded Tackling Inequalities Fund (TIF) programme across the West of England. Responsible for engagement with existing funded partners and developing project ideas with new partners.
- Organising learning events for partners to share and discuss key themes, hosting networking sessions to bring projects together for shared learning.
- Work in partnership with external stakeholders to reach shared goals to evidence the impact of this fund.
- Maintaining reporting across the programme to ensure key milestones are met.
- Connecting with identified key audiences or a place to support the development of TIF projects and Wesport's strategy.

The Wesport Project Officers have a key delivery role against core business objectives, impacting on Wesport's vision and mission. Project Officers lead delivery of Wesport's projects and programmes, working with community organisations and wider 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
- Supporting the implementation, monitoring and evaluation of action plans for identified areas of responsibility
- To ensure that identified areas of responsibility contribute to other projects, programmes areas and Wesport's overall vision and mission, and adheres to Wesport values
- To support the management of budgets and to keep up to date financial records in relation to lead areas of responsibility
- To provide 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

Person Specification – Project Officer Community

Knowledge/qualifications:

- A degree and / or equivalent qualification is great, but we are more interested in your work and personal experience relevant to the role
- Awareness of the current Health, Sport and Community landscape
- Awareness of the inequalities faced by key audiences to being physically active
- Evidence of supporting successful resource and project management and an understanding of the techniques required
- An understanding of sports equity, safeguarding children, adults at risk, & of good practice relating to these areas.
- Experience of supporting, planning, implementing and evaluating projects.
- Experience in developing working partnerships with other professional and voluntary organisations.
- Experience of developing partnerships within a Community setting, demonstrating an understanding of the sector.
- A knowledge of the use of current digital and social media platforms in a professional capacity.
- 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

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.