

## Job Description and Person Specification

Post Title:	<b>Project Officer (Workforce)</b>
Salary:	<b>£23,404 - £25,602 per annum</b>
Hours:	<b>Full time (37 hours per week) 12 month contract</b>
Responsible to:	<b>Project Manager (Workforce)</b>
Responsible for:	<b>No line management responsibilities</b>

### Organisational Context

The West of England Sport Trust (Wesport) is the Active Partnership for the West of England area (Bath & North-East Somerset, Bristol, North Somerset, and South Gloucestershire). We are a registered charity and aim to build additional local, regional and national collaborations that will enable more (and better) sport and physical activity opportunities. We deliver national programmes as part of the Active Partnership network alongside local initiatives.

Our mission is:

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

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.*

Wesport embraces & champions equalities, diversity, equity, and inclusion. We are committed to building a team that represents a variety of backgrounds, perspectives and skills to help keep us relevant to the communities that we work within.

### Project Officer (Workforce) – Summary of Role

This is a brand new role with a key focus on supporting all elements of workforce training to embed physical activity across a variety of projects within Wesport.

These initial projects are:

- Ageing Well (Live Longer Better)
- Social Prescribing
- Active Hospitals

Summary:

- Develop good knowledge on the breadth of training already available to the health sector workforce both nationally and locally.
- Identify gaps in workforce training provision and spot opportunities to embed the training across the West of England to support the upskilling of the local workforce across the Health and Sport & Physical Activity sector.
- To promote the Live Longer Better training across the network and encourage engagement and sign up to the programme.

- Embed physical activity awareness training into local Social Prescribing Link Worker support and across the wider community and primary care roles in development.
- To co-produce training for hospital-based staff in identified care pathways under the Active Hospitals model.
- Provide support to the sport and physical activity sector to ensure they are 'referral ready' and work to identify and promote the training opportunities available and work to address the gaps.
- This role will involve organising the provision of training using external tutors / facilities, and may also involve delivering aspects of training both face to face and virtually.

This role will work closely with the Senior Project Manager (Ageing Well), Project Manager (Workforce) and Project Manager (Social Prescribing), building on existing connections and continuing the progress made so far in this area.

### **Key Duties & Responsibilities**

- Identifying training needs / gaps across the network for physical activity promotion, and build on existing local opportunities and draw on national learning.
- Ensure the sport and physical activity sector is 'referral ready', providing training opportunities or signposting to relevant opportunities where required.
- Build relationships with other local training providers across the West of England
- Organise the provision of relevant workforce training using external tutors / facilities, with the potential for delivering aspects of training both face to face and virtually.
- Raise the awareness of staff working within a hospital setting of the value of embedding physical activity within care pathways by providing and encouraging take-up of existing training opportunities.
- To support the development of a monitoring & evaluation framework, capture relevant learning, and share this learning across the network.
- Setting personal, organisational and partnership performance measurement targets linked to role purpose, key responsibilities and specific duties
- Where relevant 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 keep up to date relevant financial records in relation to this role and specific project areas
- To work with the Wesport team 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.
- Contributing to the review and production of annual plans and the achievement of the long-term vision of Wesport
- Commitment to promoting the organisational values of Wesport, including those relating to equality, diversity, equity, and inclusion

### **Person Specification Requirements**

#### **Knowledge/qualifications:**

- A degree or equivalent qualification in a related field or ability to demonstrate equivalent knowledge through experience in professional roles
- Knowledge and experience of working within either the health, social prescribing network landscape and/or sport and physical activity sector
- Knowledge and experience of identifying and coordinating training opportunities to the health, social prescribing and / or sport and physical activity sector
- Experience of managing / supporting a variety of projects
- Experience of cross-sector stakeholder working, developing strong and successful partnerships. Ideally within the health / wellbeing and physical activity sectors.
- Awareness of the inequalities faced by key audiences (in focus communities) to being physically active
- An understanding of sports equity, safeguarding children and adults at risk policies, planning, implementation and evaluation
- Awareness of current issues and legislation regarding to equalities, diversity, equity, and inclusion (EDEI)

- An understanding of the requirements of key partners, agencies and organisations in demonstrating the value of physical activity to the achievement of objectives (local and national organisations)
- Proven ability to move initiatives forward

**Communication:**

- Excellent communication skills via a range of methods
- Confident presenting skills & facilitation (e.g. at meetings)
- 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:**

- The ability to work as part of a team and a willingness to make an effective contribution to the work of the team.
- The ability to lead specific areas of teamwork, and ensure other team members are aware of their role, responsibilities, and are accountable
- Understanding the dynamics of team work when this incorporates other organisations and individuals that need to be influenced / supported in achieving the team goals

**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 chair and organise meetings, seminars, conferences and other related activities

**Response to change:**

- A willingness to keeps abreast of developments and contribute to the planning and implementation of change
- A willingness to work towards a wide range of agendas, and enable the linking together of individuals from different organisations into an effective team with shared goals and responsibilities
- Able to lead the implementation of change in relation to role responsibilities in line with Wesport's strategy, vision and mission and a constantly changing national / local sector 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

**Desirable:**

- Experience of delivering face to face professional development / training opportunities
- Resource management experience
- Experience of working successfully in cross-organisational teams
- Experience of organisational project planning and the process of implementing, reviewing and adapting plans
- Knowledge / awareness of national planning processes for sport and physical activity and the potential opportunities / challenges this can have on an organisation, such as Wesport
- IT literate and a knowledge of the benefits that IT can bring to enhance planning, evaluation, management and communications

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.