



## Job Description

Position	
<b>Job title</b>	<b>Senior Project Officer</b>
<b>Reporting to</b>	Physical Activity Specialist - Strategic Lead for Children and Young People
<b>Length of contract</b>	1 year (secondments are welcome)
<b>Salary</b>	£24 – 28k
<b>Responsible for</b>	N/A
<b>Last updated</b>	Feb 2018

Purpose and scope of role
<p>Responsible for project management and development of Active Gloucestershire's Satellite Club programme (<a href="http://www.activegloucestershire.org/funding/available-funding/satellite-clubs.php">http://www.activegloucestershire.org/funding/available-funding/satellite-clubs.php</a>) and for supporting with the management of specific community projects aimed at those who are least active.</p> <p>This is a one-year fixed term contract based on current funding of the Satellite Clubs programme. There will be opportunity for extension if the funding is extended. Secondments are welcome.</p>

Primary responsibilities
<ul style="list-style-type: none"><li>• Lead on the effective delivery, monitoring and evaluation of the Sport England Satellite Clubs programme making sure that all targets are delivered on time and to a high standard</li><li>• Maximise impact of this programme by developing effective relationships/partnerships with a range of organisations and making links to other relevant programmes delivered by Active Gloucestershire</li><li>• Support Hub Clubs to deliver as well as they can including supporting them to be inclusive, increasing knowledge of behaviour change for those who are least active, developing a sustainability plan, sharing learning from other clubs and providing general advice and guidance</li><li>• Ensure that the Satellite Club programme (or a version of it) is sustainable in the long-term</li><li>• Support in the project delivery of specific community programmes (e.g. Beat the Street) that are targeted at those who are least active</li><li>• Arrange and co-ordinate meetings, events and activities with both internal and external stakeholders</li><li>• Contribute to the development of the charity's products and services by identifying opportunities and sharing insight and experience</li><li>• Support the charity's sustainable growth by identifying income generation opportunities, including sponsorship and other funding and helping to secure investment</li></ul>

### **General responsibilities**

- Contribute expertise to strategy and business planning discussions that will drive the charity's success. This includes gathering and sharing insight from specific projects
- Manage all budget areas appropriately and within scope
- Represent Active Gloucestershire at networking events and meetings
- Attend and contribute to training events where necessary and when required
- Prepare reports and give presentations when and where necessary
- Meet with your line manager on a regular basis, to review progress towards agreed objectives, providing verbal and written reports as required
- Be responsible for implementing all Active Gloucestershire's policies and procedures
- Promote the vision, mission, values and social impact of Active Gloucestershire at all times
- Any other duties as requested from time to time

<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A strong understanding of the barriers and enablers to physical activity</li> <li>• Strong knowledge of project administration, operating procedures, oversight and monitoring</li> <li>• Knowledge of engaging under-represented groups in new activities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the different Sport England funding programmes, particularly Satellite Clubs</li> <li>• Knowledge of behaviour change</li> <li>• Knowledge of and relationships with organisations working on the ground with young people from groups likely to be inactive – disabled, low socio-economic areas, girls, BME</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Project management qualification</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to manage multiple priorities under pressure, trouble shoot and meet short/long term deadlines</li> <li>• Thorough familiarity with word processing, spreadsheets and project scheduling applications</li> <li>• Strong written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Critical and creative thinking and analytical skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Project administration to multiple projects</li> <li>• Experience of reaching and engaging with under-represented groups</li> <li>• Experience in budgeting and financial management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate experience in budget and financial management</li> <li>• Events management experience</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• A driving license or the ability to get around the county</li> <li>• Ability to work as part of a team and on own initiative</li> <li>• A flexible attitude to work and a willingness to work evenings and weekends if required</li> <li>• A personal commitment to the vision and values of Active Gloucestershire</li> </ul>	