

Post Title: Project Officer – Active Local (x 2)

SBU/Department: Herts Sports Partnership

FTE: 2FTE (working 37 hours per week); job share will be considered

Duration of Contract: Fixed Term – until 31st March 2025

Salary: UH6 £31,396 pa - £33,966 pa with potential to progress to £37,099 by annual increments on achieving designated skills and experience

Annual Leave: 25 days plus standard public holidays and an additional 4 days including the closure of our office between Christmas and New Year

Location: De Havilland campus, Hatfield

We have an exciting new role in the Herts Sports & Physical Activity Partnership (HSP) team, which looks at how we can use the power of sport and physical activity to address social outcomes. We're pleased to offer an opening for a Project Officer to join our friendly team, created as a result of Sport England's new strategy (Uniting the Movement) and associated funding.

Main duties and responsibilities

The successful applicant will be required to develop strong links, and work in partnership with, agencies and stakeholders involved in health, physical activity and sport, and community development. They will ensure HSP plays a prominent part in addressing wider priorities, particularly those linked to health and wellbeing and sport for social change, through sport and physical activity programmes.

You will be responsible for the distribution of Sport England's Together Fund to engage and strengthen relationships with disadvantaged groups including ethnically diverse communities in Active Local areas. You will support the delivery of the Holiday Gap programmes in Active Local areas by maximising the take-up of places by young people who can benefit most from being more active.

You will also be assisting on some key strategic projects for HSP- School Games, CYP (Children and Young People) Active Lives Survey, Fit, Fed & Read, Box Clever, parkrun, and Daily Mile - ensuring alignment to the Partnership's overall objectives and responding to identified need in Active Local areas. Additionally, you will support the roll-out of the Partnership's work around Active Environments - with a focus on the local planning system, active travel, sustainability, and climate action – within Active Local areas.

You will be able to build trust with the local community; ensuring local people have a voice, feel listened to and have the opportunity to influence decisions.

Your work may include some evening and weekend working as required to enable delivery of HSP's wider operations.

Skills and experience required

You will have previous experience in community development and community engagement work including partnership working, and experience coordinating and facilitating community projects and events. You will be proficient in use of Microsoft Office and digital engagement tools, including social media platforms. A practical understanding of Equality, Diversity and Inclusion issues in sport and physical activity is essential as well as the ability to monitor and evaluate methods for community development work. You will have excellent organisational and interpersonal skills and be able to prioritise to meet different lead times.

You will be able to create good working relationships with a range of partners and stakeholders, both internal and external, and also have the ability to solve problems creatively and be flexible in your approach to work.

Disclosure and Barring Service

Our commitment to the University's Safeguarding Policy requires that the recruitment of staff in this area, will require the minimum of a Basic DBS Check. In the course of our work and University-led activities, there may be external contractual obligations where a further Enhanced Check is required. DBS checks may require renewal in line with policy.

Overseas applicants and UK applicants who have lived abroad

Successful applicants who have lived outside the UK, for 12 months or more (whether continuously or in total), in the last 10 years, will be required to produce a 'Certificate of Good Character/Conduct' from each of those countries.

Qualifications

You will hold a minimum of Degree or equivalent, or demonstrate equivalent proven professional experience.

Please view the job description and person specification for a full list of the duties and essential criteria. Please attach a personal statement showing clearly how your skills and experience match the Person Specification.

Contact Details/Informal Enquiries: Matthew Rayner, Strategic Lead, m.rayner4@herts.ac.uk

Closing Date:

Interview Date: To be advised

Reference Number:

Date advert placed:

Our vision is to transform lives and UH is committed to Equality, Diversity and Inclusion and building a diverse community. We welcome applications from suitably qualified and eligible candidates regardless of their protected characteristics, and recognise there are different ways applicants may achieve the criteria in this document. We offer a range of employee benefits including generous annual leave, flexible location opportunities within the UK, discounted Sports Village memberships, personal and professional development and family-friendly policies.
#GoHerts

Apply online at <https://www.jobs.herts.ac.uk/go/055035>