

Job Description

Post title:	Project Officer – Active Local (2 Positions available)
Grade:	UH6
School/Department:	Herts Sports Partnership (HSP)
Responsible to:	Strategic Lead – People, Places and Programmes
Responsible for:	n/a

MAIN PURPOSE OF THE JOB

Active Local is HSP's place-based approach to tackling inequalities and reducing inactivity by concentrating resource, and empowering local communities within our 10 Active Local areas. HSP Active Local Project Officers are based in each of these areas for at least 2 days each week and are responsible for mapping community assets, forging strong and sustainable partnerships with key local stakeholders, highlighting local strengths, and identifying where support, intervention or extra capacity is needed to create a more joined-up approach to tackling inactivity and inequality.

RESPONSIBILITIES AND DUTIES

- Develop strong links, and work in partnership with agencies and stakeholders involved in health, physical activity and sport, and community development to 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.
- Responsibility 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.
- Supporting the Delivery of the Partnership's 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.
- Assisting the delivery of key strategic projects - 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.
- Supporting 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.
- Build trust with the local community; ensuring local people have a voice, feel listened to and have the opportunity to influence decisions. The post holder will use community engagement to shape, initiate and deliver a wide range of activities in the community.
- Compile project and action plans - and regularly review these - to meet the changing needs of sport, health and physical activity needs in targeted areas.

- Monitor and evaluate projects, strategies and action plans and produce regular monitoring reports.
- Develop effective links and joint working with key partner agencies.
- Responsible for working across a range of partners to coordinate and implement projects associated with sport, physical activity, and health improvement.
- Ensure that all projects take an equitable and inclusive approach when working with partners and stakeholders; support achieving and maintaining the HSP Equality standards, social inclusion, and increased participation of underrepresented groups.
- Provide effective communication to all members of the project teams and partner agencies, promote specific projects, and contribute to the marketing and promotion activity of projects and HSP. Ensure the HSP website is kept up to date with information relating to specific areas of work, and that HSP maintains an appropriate digital media and marketing presence.
- Keep up to date on new initiatives and funding sources in the sector and develop proposals, strategies, and funding applications to support existing and new projects and develop future partnerships.
- Administration and co-ordination of networking groups relevant to this post.
- Co-ordinate the delivery of programmes with a focus on targeted groups, for example, children and young people, people with disabilities, women and girls, older adults and to work with a range of partners to ensure success.
- Research and interpretation of data from a range of relevant sources including the Active Lives Survey, market segmentation, health profiles and Sport England Insight packs. Ensure insight is used when planning and developing projects.
- Visit key partners and projects across Hertfordshire to understand, support and share best practice surrounding active ageing offers in within a range of Hertfordshire communities (urban and rural).
- Support the development of volunteering and leadership programmes.
- The role may also include some evening and weekend working as required to enable delivery of HSP's wider operations

Please note:

You will be working as part of a team with Project Officers and other members of the HSP team and your annual work programme will focus on several the responsibilities outlined above. These may change over the course of the contract, and you may be required to undertake a range of other projects in line with the exigencies of the service.

SUPERVISION RECEIVED

Active Local Project Officers report to the Strategic Lead - People Places and Programmes but is expected to operate with a substantial degree of autonomy in carrying out the above responsibilities and duties.

SUPERVISION GIVEN

The Project Officer may line manage the work of one or more sports coaches / instructors and/or other junior posts (Project Assistants), and UH Community Sport Ambassadors assigned to projects from time to time.

RESPONSIBILITY FOR BUDGETS

The post holder will plan and monitor income and expenditure on individual projects and produce regular monitoring reports as required.

RELATIONSHIPS/CONTACTS

Internal: The Herts Sports Partnership team; Hertfordshire Sports Village; Hertfordshire Students Union; and various Strategic Business Units at the University of Hertfordshire

External: Sport England, Local Authorities, other Active Partnerships, Active Local stakeholders, VCFSE sector organisations (including those with a focus on countering inequalities), Community Sports & Physical Activity Networks, National Governing Bodies of Sport (NGBs), schools, Further Education Colleges, Schools, Public Health Hertfordshire, Adult Care Services, Clinical Commissioning Groups and other health focused organisations, Community Safety Teams, leisure operators and sports clubs.

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.

This document outlines the duties required, for the time being, of the post entitled Project Officer – Active Local, to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the Strategic Lead may vary duties, from time to time, which do not change the general character of the job, nor the level of responsibility entailed.

PERSON SPECIFICATION

Post title: Project Officer – Active Local

QUALIFICATIONS & MEMBERSHIPS

Educated to a minimum of a degree or equivalent level qualification, or equivalent proven professional experience	Essential
Community Development Qualification	Desirable

EXPERIENCE

Experience in community development and community engagement work	Essential
Experience of partnership working	Essential
Experience in coordinating and facilitating community projects and events	Essential
Experience of working within a Sports Development, leisure management or equivalent environment	Desirable
Experience in place- based approach to addressing health inequalities	Desirable
Experience of working with sports coaches, volunteers and a range of partners to implement local initiatives	Desirable
Experience of working in one or more of the Active Local areas – or similar	Desirable

KNOWLEDGE AND ABILITY

Able to use Microsoft Office and digital engagement tools competently, including social media platforms	Essential
Practical understanding of Equality, Diversity and Inclusion issues in sport and physical activity	Essential
Knowledge and understanding of monitoring and evaluation methods for community development work	Essential
Excellent organisational skills	Essential
A good knowledge of current insight into factors that affect participation in sport and physical activity	Essential
Ability to prioritise to meet deadlines different lead times	Essential
Ability to create good working relationships with a range of partners and stakeholders both internal and external	Essential
Excellent interpersonal Skills	Essential
Ability to nurture and maintain positive relationships with a variety of stakeholders	Essential
Ability to work flexible and unsocial hours	Essential
Ability to solve problems creatively	Essential
Ability to work flexible and unsocial hours	Essential
Insight to Hertfordshire including an understanding of Active Local areas and the associated inequalities	Desirable
Understanding of the structure and role of the VCFSE sector	Desirable
Knowledge of how different partners can contribute to the objectives of HSP	Desirable
Knowledge of the sports and physical activity infrastructure at local level	Desirable

BEHAVIOURS AND ATTRIBUTES

Complete a satisfactory DBS check	Essential
Valid driving licence and/or use of vehicle for work	Desirable
Committed approach to issues related to equality and diversity	Desirable

Values and Behaviours

HSP is a values-led and goal-driven organisation. HSP employees and associates will be always expected to 'live' these values:

- Proactive - constantly thinking ahead to anticipate opportunities and challenges in the operating environment.
- Reliable - we will set clear expectations and do all we can to deliver on our promises.
- Inclusive - we value diversity and will tackle inequalities so that everyone gets the chance to benefit from an active lifestyle.
- Collaborative - we recognise that no single organisation or programme can create sustainable change at scale, therefore we will adopt a collaborative approach working closely with partners across Hertfordshire to co-ordinate our efforts and maximise impact.
- Environmental sustainability - ensuring we meet the needs of today's sporting community while contributing to the enhancement of future sport opportunities by improving the integrity of the natural and social environment on which it depends.

FACES: are UH core values, which inform and sustain all of our activities. On an individual basis we are:

- Friendly
- Ambitious
- Collegiate
- Enterprising
- Student-focused

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values to be friendly, ambitious, collegiate, enterprising and student focused. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.