

Job Description

Post title:	Project Officer – Children and Young People
Grade:	UH6
School/Department:	Herts Sports Partnership (HSP)
Responsible to:	Strategic Lead – People, Places and Programmes
Responsible for:	Project Assistant

MAIN PURPOSE OF THE JOB

Support the coordination and delivery of the Holiday Activity and Food (HAF) programme contract across Hertfordshire over the next year. A key element of that work will be developing strong links and working in partnership with organisations and stakeholders involved in providing free activities to ensure eligible families and children in receipt of benefits related free school meals are aware of the HAF offer. The role will also work across a multitude of different programmes that operate within the team, in addition this role will take a lead on working with partners to source funding and develop some new and exciting programmes.

RESPONSIBILITIES AND DUTIES

- Responsible for working across a range of partners to coordinate and implement the criteria of the HAF programme contract, and offer activity opportunities associated with sport, physical activity, enrichment and nutritional education.
- Supporting the Active Local Officers to ensure that we are 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, PE Conference, CYP (Children and Young People) Active Lives Survey, junior parkrun, and The Daily Mile.
- Market activity opportunities to schools, referral partners, eligible children and families through printed and digital media.
- Attend regular update meetings with strategic partners, including Herts Community Foundation and Hertfordshire County Council.
- Update and maintain the information available to parents, providers and professionals on the HSP webpages associated to these programmes.
- Assist in the monitoring and evaluation of programmes across the Children and Young People's team.
- Develop effective links and joint working with key partner agencies.
- 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.
- Responsible for working across a range of partners to look to develop new and exciting programmes.
- Ensure that an equitable and inclusive approach is taken 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.
- Administration and co-ordination of networking groups relevant to this post.
- Assist in the coordination and delivery of some of the Partnership's key conferences, campaigns and events which are run throughout the year (including the School Games, PE Conference, Sports Awards and other celebration events and conferences).
- Responsibility for the assisting in the coordination and delivery of the HAPpy programme which has three delivery phases (Spring, Summer and Winter), this involves working closely with Herts County Council and the HSP's coordinating partner Herts Community Foundation.
- Working with a wide range of community groups in order to maximise the impact of this programme and ensure its success.
- Initiate and develop relationships schools across the county. Building trust with the local community partners to understand the needs of local young people.
- Work within potential funding partners and bodies including Hertfordshire Community Foundation, National Lottery Community Fund, Sport England and Hertfordshire County Council.
- Lead and coordinate the monitoring and evaluation of the some of the programmes that already operate within the team.
- To work 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.

STAFF MANAGEMENT DUTIES

1. Oversight of staff issues for those within the allocated group including excellent people management, appointment, probation, appraisal, development, promotion and progression, review of performance according to policies and procedures agreed by the University
2. Maintenance of records of staff development activities
3. Oversight and monitoring of staff workloads in order to ensure an equitable distribution of staff loadings across the staff group and the most effective use of staff resources
4. Ensuring talented staff in the groups are recognised, rewarded and retained so ensuring that suitable succession plans are in place

5. The visible commitment, management and maintenance of high standards of safety throughout their domain commensurate with current Health and Safety legislation and with the University's Health and Safety policy
6. Identify achievable equality goals

SUPERVISION RECEIVED

Project Officer – Children and Young People reports to the Children and Young People's Team Lead 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 Admin 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 – Holiday Gap, 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

QUALIFICATIONS & MEMBERSHIPS

Educated with a minimum of a Degree (or equivalent) OR have equivalent proven professional experience.	Essential
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EXPERIENCE

Experience in community/sport 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 working with community group to deliver holiday activities.	Desirable
Experience of working with sports coaches, volunteers and a range of partners to implement local initiatives	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
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, our core values, 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.