

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| POST TITLE: | **Project Officer (Community)** |
| POST GRADE: | £23,000 to £26,625 (Grade C) |
| RESPONSIBLE TO: | Active Places Coordinator |
| LOCATION: | Your normal place of work will be at the registered County Durham Sport office, but you may be required to work at other locations across the county, as required. |

**RELEVANT TO THIS POST:**

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| CONTRACT DURATION: | The post is fixed term (1 year), subject to review and continuation of funding. |
| DBS CHECK REQUIRED: | This post is subject to DBS check |

**PURPOSE**

To support County Durham Sport’s vision and mission to remove the barriers to moving by challenging inequalities and changing lives through sport and physical activity and supporting community engagement through a place based approach.

**MAIN DUTIES AND RESPONSIBILITIES**

**Programme Development and Delivery**

1. Support the planning, development and delivery of Sport England and externally funded programmes and interventions (e.g Active Places, Together Funding etc.) with support / direction from the Active Places Coordinator.
2. Support engagement with external partners (Community) to deliver against project / programme aims with a specific focus on addressing inactivity and inequality.
3. Work with partners and provide support to enable them to increase and strengthen physical activity opportunities within their communities.
4. Ensure all Sport England data and evaluation requirements are completed in an efficient and timely manner.
5. Monitor, evaluate, analyse and communicate the impact of programmes as directed by Sport England and review / revise programmes accordingly.
6. Support the Active Places Coordinator to ensure that programme targets are set, managed and met.
7. Provide project information and produce draft reports requested by funders, other external partners and County Durham Sport’s Board as required.

**Insight and Communication**

1. Identify, engage and develop relationships with community organisations, relevant to targeted communities or demographics, to better understand the needs of the target group.
2. Effectively understand the needs of inactive target groups through the use of appropriate consultation and communication techniques (e.g focus groups, workshops; consultation surveys, working groups etc).
3. Support and develop marketing activities connected to individual programmes.
4. Liaise and communicate with other County Durham Sport officers to ensure the effective internal and external promotion and communication of programmes and interventions.
5. Assist in raising partner awareness and understanding of “what works” locally, to help inform future delivery, communicating learning through case studies, reports etc.

**Safeguarding & Equality, Diversity and Inclusion**

1. Provide support, guidance and advice to relevant partners (Community) in relation to Safeguarding and Equality, Diversity and Inclusion.
2. Support County Durham Sports Safeguarding Implementation Plan and work with Active Places Coordinator to ensure Safeguarding is embedded into all relevant work areas.

**Other**

1. Provide support as a general team member in relation to the delivery of County Durham Sport events, activities and other projects as required.
2. Undertake any other duties inline with the grade and general duties of the post.
3. Ensure that all work is carried out in accordance with the organisations Health and Safety, Safeguarding and Equality policies.

**PERSON SPECIFICATION**

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| POST TITLE: | **Project Officer (Community)** | | | |
|  | | Essential | Desirable | Assess |
| **QUALIFICATIONS AND EXPERIENCE**  Qualified to degree level or equivalent qualification in a relevant area (e.g. Leisure, sports development, physical education, youth & community development) or equivalent relevant experience (5 years)  A minimum of 12 months experience working in a related sector (for example, as a coach, leader, volunteer, development officer) | |  |  | Application & Interview |
| **KNOWLEDGE AND SKILLS**  A good understanding of sport, physical activity and the wider sporting landscape  Demonstrable experience of effective project management  Excellent planning, organisational, project management, monitoring and reporting skills  Excellent problem solving and analytical skills  A knowledge and understanding of safeguarding and child protection principles and practices  Excellent written and oral communication skills, including the ability to write and present effectively  Understanding of and commitment to the application of evidence based approaches  Good interpersonal skills and the ability to engage and development relationships with a variety of partners  Confident and capable in the use of ICT systems and software  An understanding of inequalities (in health, wealth, and access to services) which affect physical activity | |                |    | Application & Interview |
| **PERSONAL ATTRIBUTES**  Ability to work independently and on own initiative  Ability to work as part of a small or multi-partner teams  A positive, highly motivated, flexible and “can do” attitude  Ability to work to tight deadlines  Ability to understand, interpret and follow external processes and reporting requirements  Commitment to ongoing training and personal development  A demonstrable and firm commitment to the aims, values and policies / procedures of County Durham Sport | |              |  | Interview |
| **OTHER**  Guaranteed, reliable access to a suitable vehicle and appropriate insurance  Will be occasionally required to work outside of office hours | |    |  | Interview |