



JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE:	Project Officer (Children & Young People)
POST GRADE:	£23,000 to £26,625 (Grade C)
RESPONSIBLE TO:	Programme Coordinator (Children & Young People)
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:

CONTRACT DURATION:	The post is fixed term (until April 2025), 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.

To positively engage with a range of system partners to increase and strengthen physical activity opportunities for children and young people across County Durham.

MAIN DUTIES AND RESPONSIBILITIES

Programme Development and Delivery

1. Work to positively engage and provide support to relevant partners and stakeholders to enable them to increase and strengthen physical activity opportunities across County Durham for children and young people, with a direct emphasis on tackling historic, deep-rooted inequalities.
2. Support the planning, development and delivery of Sport England and externally funded programmes under the direction of the Programme Coordinator (Children & Young People) with a specific focus on addressing inactivity and inequality.
3. Under the direction of the Programme Coordinator (Children & Young People), lead the County Durham School Games, working collaboratively with School Games Organisers and other key stakeholders.
4. Disseminate key messaging linked to County Durham Sport's strategy locally, regionally and nationally, clearly articulating the organisations role as a system partner to Sport England.
5. Identify, build and maintain trusted and reliable relationships with partners and stakeholders, locally, regionally and nationally.
6. Work with the Programme Coordinator (Children & Young People) to support the identification of new opportunities for County Durham Sport in relation to children and young people.

7. Engaging with other organisations within to support / collaboratively seek funding that would benefit Children and Young People in County Durham

Insight and Communication

1. Provide support to the Children & Young People's Programme Coordinator to ensure all Sport England data and evaluation requirements are completed in an efficient and timely manner.
2. Work to effectively understand the needs of inactive children and young people through the use of appropriate consultation, including focus groups, workshops, surveys and working groups.
3. Produce case studies demonstrating the positive impact of the organisation's work as requested by County Durham Sport staff and Board, external funders and partners as required.
4. Support and develop marketing activities connected to individual programmes.
5. Liaise and communicate with other County Durham Sport officers to ensure the effective internal and external promotion and communication of programmes and interventions.
6. 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 in relation to Safeguarding and Equality, Diversity and Inclusion.
2. Support County Durham Sport's Safeguarding Implementation Plan and ensure Safeguarding is embedded into all relevant work areas.
3. Actively promote Equality, Diversity and Inclusion and positively promote change across the organisation.

Other

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

PERSON SPECIFICATION

POST TITLE:	Project Officer (Children & Young People)		
	Essential	Desirable	Assess
<p>QUALIFICATIONS AND EXPERIENCE</p> <p>Qualified to degree level or equivalent qualification in a relevant area or equivalent relevant experience.</p> <p>Experience of working in sport and physical activity and / or the voluntary, community and education sector.</p> <p>Experience working within disadvantaged communities.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application & Interview</p>
<p>KNOWLEDGE AND SKILLS</p> <p>A strong understanding of sport and physical activity landscape and wider health and wellbeing agenda.</p> <p>An understanding of and passion for tackling inequalities (in health, wealth, and access to services) which affect physical activity.</p> <p>Demonstrable experience of effective project management in practice.</p> <p>Excellent planning, organisational, monitoring and reporting skills.</p> <p>Excellent problem solving and analytical skills with a sound understanding of how to measure impact, both qualitatively and quantitatively.</p> <p>Excellent written and verbal communication skills, including the ability to write and present effectively.</p> <p>Understanding of and commitment to the application of evidence-based approaches.</p> <p>Good interpersonal skills and the ability to engage and development relationships with a variety of partners.</p> <p>A knowledge and understanding of safeguarding and child protection principles and practices.</p> <p>Confident and capable in the use of IT systems and software, including Microsoft Office (e.g. Word, Excel, PowerPoint and Outlook).</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application & Interview</p>
<p>PERSONAL ATTRIBUTES</p> <p>Ability to work independently and on own initiative.</p> <p>Ability to work as part of a small or multi-partner teams.</p> <p>A positive, highly motivated, flexible and “can do” attitude.</p> <p>Ability to work to tight deadlines.</p> <p>Ability to understand, interpret and follow external processes and reporting requirements.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview</p>

Commitment to ongoing training and personal development.	✓		
A demonstrable and firm commitment to the aims, values and policies / procedures of County Durham Sport.	✓		
OTHER			
Guaranteed, reliable access to a suitable vehicle and appropriate insurance	✓		Interview
Will be occasionally required to work outside of office hours	✓		