



JOB DESCRIPTION AND PERSON SPECIFICATION

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| POST TITLE: | Project Manager (Education & Programmes) |
| POST NUMBER: | CDS/PM(E&P)2019 |
| POST GRADE: | £24,000 - £27,500 (subject to a pay and role review) |
| RESPONSIBLE TO: | Assistant Director |
| RESPONSIBLE FOR: | Sport England Education based programmes |
| LOCATION: | Your normal place of work will be at the registered County Durham Sport office, Sjovoll Centre, Front Street, Pity Me, Durham, DH1 5BZ, but you may be required to travel throughout the county and region as required |

RELEVANT TO THIS POST:

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| CONTRACT DURATION: | The post is fixed term (2 years), subject to review and continuation of funding |
| DBS CHECK REQUIRED: | This post is subject to DBS check |

PURPOSE

To support the achievement of County Durham Sport's vision, mission and business objectives and the outcomes identified by the Active Durham Partnership, through the provision of effective and high quality customer engagement and programme development and delivery.

MAIN DUTIES AND RESPONSIBILITIES

Programme Management and Delivery

1. Manage, plan and co-ordinate the delivery of a range of Sport England and externally funded programmes and interventions (e.g. Primary School Support, School Games, Leadership and Volunteering), with support from the Assistant Director
2. Support and lead, where appropriate, County Durham Sport's engagement with external partners, partnership programmes and interventions, with a focus on Educational Partners and addressing inactivity
3. Monitor, evaluate and communicate the impact of programmes and interventions
4. Ensure that programme budgets and targets are set, managed and met
5. Produce reports, presentations and information, as required by the organisation and external partners, to report against performance and shape future delivery and policy through shared learning
6. Represent the organisation on partnership working groups locally, regionally or nationally, as required e.g. the County Durham PE and Sport Alliance

7. Use an evidence based approach to understand the motivations, behaviours and priorities of target audiences
8. Management of internal officers and externally commissioned organisations to deliver against Sport England and other funded projects

Insight and Communication

9. Work with the Director and Assistant Director to implement and advocate an evidence-based approach to programme development and delivery
10. Develop effective partnership networks and relationships with traditional and non-traditional sport organisations (including the education sector), relevant to targeted communities or demographics, to better understand the needs of the target group
11. Understand the needs of inactive target groups by developing and managing meaningful, ongoing dialogue through the use of appropriate consultation and communication techniques (e.g focus groups, workshops; consultation surveys, working groups etc.)
12. Establish and maintain excellent working partnership networks and relationships with partners in the education, sport and community sector, locally, regionally and nationally - where required
13. Work alongside partner organisations to identify opportunities for the development of pilot projects and/or funding bids
14. Raise partner awareness and understanding of “what works” locally, to help inform future policy and delivery, by synthesising and communicating learning, insight and evidence (e.g. through case studies, reports analysis of consultation etc)
15. Liaise with other officers to ensure the effective internal and external promotion and communication of programmes and interventions
16. Ensure marcomms plans are embedded into all programmes
17. Provide support, guidance and advice, where required, to partners including issues on Safeguarding, Equality and best practice

Other

18. Provide support as a general team member in relation to the delivery of County Durham Sport events, activities and other projects as required including transporting equipment when necessary
19. Undertake any other duties inline with the grade and general duties of the post
20. Ensure that all work is carried out in accordance with the organisations Health and Safety and Equality policies

PERSON SPECIFICATION

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| | 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) | ✓ | | Application & interview |
| A minimum of 5 years' experience working in the sport, physical activity, youth, community or education sector | ✓ | | |
| KNOWLEDGE AND SKILLS | | | |
| A good understanding of sport, physical activity and the wider sporting landscape | ✓ | | Application & interview |
| Significant experience of programme/project management (including managing budgets and performance measurers) | ✓ | | |
| 2 years' + experience of managing people or external commissions | ✓ | | |
| Demonstrable experience of effective and meaningful community or educational engagement and consultation | | ✓ | |
| Experience and ability to effectively develop professional relationships including influencing, advocacy and negotiation | ✓ | | |
| Excellent planning, organisational, project management, monitoring and reporting skills | ✓ | | |
| Excellent problem solving and analytical skills | ✓ | | |
| Excellent written and oral communication skills, including the ability to write and present effectively | ✓ | | |
| A comprehensive understanding of and commitment to the application of evidence based approaches | ✓ | | |
| Thorough knowledge and understanding of safeguarding and child protection principles and practices | ✓ | | |
| Confident and capable in the use of ICT systems and software | ✓ | | |
| PERSONAL ATTRIBUTES | | | |
| Commitment to continuous professional development | ✓ | | Interview |

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| Ability to work independently and on own initiative effectively. | ✓ | | |
| Ability to work as part of a small or multi-partner teams effectively | ✓ | | |
| A positive, highly motivated, flexible and “can do” attitude | ✓ | | |
| Ability to prioritise workload and work to tight deadlines effectively | ✓ | | |
| A demonstrable and firm commitment to the aims, values and policies and 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 | ✓ | | |

| | Version | Date last reviewed |
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| Job Description | 3 | February 2019 |
| Person Specification | 3 | February 2019 |