



JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE:	Project Officer (Community)
POST NUMBER:	CDS/PO(C)2019
POST GRADE:	£20,000 - £22,500
RESPONSIBLE TO:	Assistant Director / Project Manager
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:

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. Plan, develop and deliver Sport England and externally funded programmes and interventions (e.g Satellite Clubs; Club Durham), with support from Project Manager
2. Engage with external partners, clubs and organisations to deliver against project / programme aims with a specific focus on addressing inactivity
3. Work with external clubs / groups and provide support to enable them to increase and strengthen physical activity opportunities for the community (particularly less active communities)
4. Ensure all Sport England data requirements are completed in an efficient and timely manner
5. Monitor, evaluate and communicate the impact of programmes as directed by Sport England and review / revise programmes accordingly
6. Assist Project Manager to ensure that programme budgets and targets are set, managed and met
7. Produce draft reports requested by funders, other external partners and County Durham Sport's Board as required

Insight and Communication

8. Identify, engage and develop relationships with sport organisations and non-traditional sport organisations / clubs, relevant to targeted communities or demographics, to better understand the needs of the target group
9. 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)
10. Support and develop marketing activities connected to individual programmes
11. Liaise and communicate with other officers to ensure the effective internal and external promotion and communication of programmes and interventions
12. Assist in raising partner awareness and understanding of “what works” locally, to help inform future delivery, communicating learning through case studies, reports etc.)
13. Provide support, guidance and advice, where required, to partners including issues of Safeguarding, Equality and best practice

Other

14. 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
15. Undertake any other duties inline with the grade and general duties of the post
16. Ensure that all work is carried out in accordance with the organisations Health and Safety, Safeguarding and Equality policies

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	Essential	Desirable	Assess
<p>QUALIFICATIONS AND EXPERIENCE</p> <p>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)</p> <p>A minimum of 12 months experience working in a related sector (for example, as a coach, leader, volunteer, development officer)</p>	✓	✓	Application & Interview
<p>KNOWLEDGE AND SKILLS</p> <p>A good understanding of sport, physical activity and the wider sporting landscape</p> <p>Demonstrable experience of effective project management</p> <p>Excellent planning, organisational, project management, monitoring and reporting skills</p> <p>Excellent problem solving and analytical skills</p> <p>A knowledge and understanding of safeguarding and child protection principles and practices</p> <p>Excellent written and oral 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>Confident and capable in the use of ICT systems and software</p>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	Application & Interview
<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>Commitment to ongoing training and personal development</p>	✓ ✓ ✓ ✓ ✓ ✓		Interview

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	✓		

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