

**JOB DETAILS**

<b>Job Title:</b>	<b>Project Officer</b>		
<b>Location:</b>	<b>Pembroke Road</b>	<b>Section:</b>	<b>Leap ( Leisure)</b>
<b>Post Number:</b>		<b>Post Grade:</b>	
<b>Responsible To:</b>	<b>Mark Stokes, Children and Young People Development Manager</b>		
<b>Responsible For:</b>	<b>Lead and Support Children and Young People Projects &amp; Events</b>		

**JOB PURPOSE**

To co-ordinate and lead the delivery of Children and Young People specific projects and help implement the partnerships Children and Young People plans to assist in getting more people active for life. To coordinate key Leap events including the Annual Sports Awards.

**MAIN RESPONSIBILITIES OF THE ROLE**

	<b>Role Specific:</b>
1.	Responsible for the organisation, planning, development and the implementation of high quality Children & Young People projects, ensuring that all work is undertaken in line with Leap policies and procedures and is monitored and evaluated against agreed criteria.
2.	Provide support for key partnership events and projects, including the School Games, Satellite Clubs, PE conference, Physical Literacy, School Sport Premium funding and the lead the coordination of the Annual Sports Awards.
3	Assist with the development and maintenance of school databases, web pages and social media sites, to facilitate the delivery of the partnership's Children & Young People projects.
4.	Maintain contact with partners and key stakeholders relevant to Children & Young People area of responsibility. Attend meetings, forums, working parties and seminars in order to develop initiatives, projects and programmes relevant to the needs of the community.
5	Ensure the appropriate administrative tasks associated with the post are carried out including the monitoring of budgets for areas of responsibility and reporting of KPIs to Sport England and other relevant funding bodies.
6.	Promote the values of Leap
7.	At all times support the partnership's profile as a dynamic, excellent and innovative organisation.

**MAIN RESPONSIBILITIES OF THE ROLE CONTD...**

	<b>Council Specific:</b>
	To comply fully with the Council's standards on Customer Care
	To make every effort to understand and meet the individual needs of customers and other staff, and not to treat anyone less favourably on the grounds of race, age, disability, sex, gender re-assignment, pregnancy and maternity, religion or belief, marriage and civil partnership
	To undertake any other duties of a similar level and responsibility as may be required from time to time

## DIMENSIONS

Financial Dimensions, Budgetary Control	None
Number of staff supervised	None
Other Impact	The post covers the local authority areas of Buckinghamshire and Milton Keynes with a total population of approximately 750,000 people. The Partnership is one of seven Active Partnerships in the South East and part of a connected network of forty three nationwide. Without this post we run the risk of not fulfilling our funding agreements with a number of stakeholders including Sport England and Department of Education.

## CONTACTS

<b>Organisation:</b>	<b>Purpose:</b>
The Bucks & Milton Keynes Education sector	The post involves work across local government, voluntary, education and private sectors both within and outside of sport and at local, district, county, regional and national level, supporting the delivery of the connections made between national strategy and local implementation.
Leap Team and the Bucks & MK Sports Board	Providing delivery support to the Leap Team, Bucks & MK Sports Board and staff from partner organisations to further the development of sport and physical activity in the county.

<p><b>LEVEL 1:</b> You broadly understand the work of the Council, its range of services and the role of the elected Member. You take a sense of pride in the work you deliver both within your team and in the Council's operations; you think it is important to act as an ambassador for the organisation. You deal openly, honestly, politely and in a timely manner with all those you deal with. You keep up to date with the latest news about best practice in your service delivery area.</p>	<p><b>LEVEL 1:</b> When working in a team you offer advice, share information, listen to colleagues and value their input, and are willing to buy into team decisions. You show empathy with your colleagues and are prepared to take on different roles within the team as necessary.</p>	<p><b>LEVEL 1:</b> You treat each customer as you would want to be treated, with respect and sensitivity, and recognise that each has different needs and backgrounds which may lead to special requirements. You take interest in the customer, put yourself in their 'shoes' and take account of their feelings. You feedback their concerns and issues in order to continually improve service. You deal with enquiries quickly and efficiently, giving clear and honest feedback about what we can do and when</p>	<p><b>LEVEL 1:</b> You take responsibility to get things done and finished in a positive and constructive way, adapting your approach where appropriate. You have a "can do" attitude. You consider potential obstacles, any financial impact, realistic timescales and the need to ensure customers expectations are met. You are not afraid to raise issues with colleagues or your line manager whenever necessary and believe keeping people informed is vital.</p>
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## EXPECTATIONS OF POSTHOLDER CONTD....

	<b>KNOWLEDGE, SKILLS &amp; EXPERIENCE TO BE DEMONSTRATED WHEN ESTABLISHED IN THE ROLE</b>
	Excellent relationships with team members and wider delivery partners.
	Awareness and understanding of the education sector especially primary and secondary education provision.
	To contribute to raising the profile of Leap as a dynamic organisation through the delivery of high quality projects and interventions.
	Confident and polite communication and customer services skills including the ability to communicate effectively in person, writing and over the phone.
	A good working knowledge and experience of Microsoft packages including Word and Excel

## JOB SPECIFIC REQUIREMENTS

	Relevant experience and/or qualifications in a sports related field
	This role is particularly suited to someone who has a Sport related degree
	Ability to travel around the County and to be available out of normal office hours as required.

## RECRUITING CRITERIA

Note to Job applicants: The following requirements will be assessed during the recruitment process. You will be expected to meet the full expectations of the job holder within a reasonable time from commencing employment.

	<b>PRIORITY COMPETENCIES TO BE ASSESSED AS <u>RECRUITING</u> CRITERIA</b>	<b>LEVEL 1,2,3</b>
	Customer Focus	2
	Team Working	1
	Making Things Happen	1
	Relationships	1
	Innovation and Change	2

<b>KEY KNOWLEDGE &amp; SKILLS AND JOB SPECIFIC REQUIREMENTS TO BE ASSESSED AS RECRUITING CRITERIA</b>	
	Be able to demonstrate some experience within a related field e.g. work experience, internship within sports development, health or coaching.
	Basic knowledge and awareness of sports or physical activity development issues including club, coaching, leadership and volunteer programmes.
	Good personal organisation skills including the ability to balance competing priorities and manage a varied workload within deadlines.
	Confident communication and inter-personal skills including awareness of the need to communicate in different ways according to the audience, to motivate, enthuse, persuade and influence and the ability to gain the trust and confidence of others.
	Ability to work on own initiative and as part of a team.
	Information technology skills on windows based software.
	Excellent working knowledge and experience of Microsoft packages including Word and Excel
	Accurate admin skills and attention to detail

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

The following specific conditions/requirements apply to this post. These are not binding: a statement of the Main Terms and Conditions will be included with a full offer of employment

Salary Scale:		Job Grade:	
Hours Per Week:	37	Job share:	NO
Car Allowance:	Casual	Flexible Working:	Yes
Fixed Term:		Standby Allowance:	NO
Uniform Provided:	NO	Politically Restricted:	NO
Is this post exempt from the Rehabilitation of Offenders Act 1974?			NO
Is this post defined as "Regulated Activity" (in accordance with the Safeguarding Vulnerable Groups Act – as amended)			NO
Is a CRB check required?			YES Standard CRB/DBS

<b>Prepared by:</b>	Mark Stokes
<b>Date:</b>	29/04/2016