

## Job Description & Person Specification

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| Post Title:      | <b>Project Officer (Daily Mile Co-ordinator)</b> |
| Salary:          | <b>£22,677 – £24,057 per annum</b>               |
| Hours:           | <b>Full time (37 hours per week)</b>             |
| Responsible to:  | <b>Senior Project Manager</b>                    |
| Responsible for: | <b>No line management responsibilities</b>       |

The West of England Sport Trust (Wesport) is a registered charity (charity number 1114495), working with a network of organisations in the West of England – Bath & North-East Somerset, Bristol, North Somerset and South Gloucestershire

Our mission is:

***Create, Inspire and Empower through Sport and Physical Activity***

Wesport aims to build additional local, regional and national collaborations that will enable more (and better) sport and physical activity.

Wesport delivers national programmes as part of the County Sports Partnership Network and local initiatives.

Wesport has adopted values that are used to guide our work and our decisions:

- **Passion**
- **Respect**
- **Integrity**
- **Diversity**
- **Excellence**

### **Summary of the Role**

The Project Officer (Daily Mile Co-ordinator) will have a key operational and delivery role against business objectives, impacting on Wesport's vision and mission. The Project Officer (Daily Mile Co-ordinator) is funded for an initial period of 18 months and will deliver against the following specific responsibilities:

- Act as the main contact for The Daily Mile across the West of England area.
- Coordinate and manage the vision of The Daily Mile to create a vibrant network of schools that are implementing the programme.
- Increase the number of schools participating in The Daily Mile
- Create and maintain relationships with key stakeholders & networks to influence them to implement The Daily Mile highlighting the wider social and health benefits
- Promote The Daily Mile as a significant contributor to tackling obesity amongst young people.
- Provide support to schools, partners and stakeholders when facing challenges adopting and maintaining The Daily Mile.
- Ensure the sharing of new ideas, best practice and learnings for the programme takes place with other local coordinators and The Daily Mile Foundation
- Work with The Daily Mile Foundation to continue the development of online and social media platforms. Monitor The Daily Mile brand.
- Provide Monitoring and Evaluation feedback and reports against targets on a regular basis. Ensure that up to date records are maintained. Share reports and findings with Wesport, The Daily Mile Foundation via the National Co-ordinator and Key Stakeholders.

The Project Officer (Daily Mile Co-ordinator) will have specific responsibilities to help ensure Wesport maximises funding and resources from a wide range of sources.

This role will be expected to coordinate planning, implementation and reporting, manage budgets / resources as required within their areas of work, and will be expected to contribute to all relevant areas of Wesport business where their specific lead responsibilities can contribute to the achievement of our mission.

### **Key Responsibilities**

- Setting personal, organisational and partnership performance measurement targets linked to role purpose, key responsibilities and specific duties
- To work within the delivery budget and keep up to date financial records in relation to lead areas of responsibility
- To work with the Wesport team and partners to identify and develop opportunities to bring additional funding into Wesport, linked to lead responsibilities and other possibilities to help achieve the organisational vision and mission.
- Work within the Wesport team to integrate role objectives into team delivery where appropriate, and to utilise the expertise of colleagues
- Contributing to the review and production of annual plans and the achievement of the long term vision of setting personal, organisational and partnership performance measurement targets linked to role purpose, key responsibilities and specific duties

### **Person Specification**

#### **Knowledge/qualifications:**

- A degree or equivalent qualification
- Understanding of current Health, Sport and Educational landscape
- Evidence of successful resource and project management and an understanding of the techniques required
- An understanding of sports equity, safeguarding children and adults at risk policies, planning, implementation and evaluation
- Experience in developing working partnerships with other professional organisations and / or the voluntary sector.
- Experience of developing partnerships within an educational setting, demonstrating an understanding of the sector.
- An understanding of current digital and social media platforms.
- IT literate and a knowledge of the benefits that IT can bring to enhance planning, evaluation, management and communications

#### **Communication:**

- Excellent communication skills via a range of methods
- Evidence of the ability to motivate, enthuse, persuade, negotiate with and influence others
- Proven ability to communicate effectively with people on all levels and from a variety of organisations

#### **Self-motivation:**

- Proven ability to meet objectives on own initiative
- Committed to continuous self-development
- A willingness to work long and unsociable hours when required

#### **Teamwork:**

- Ability to work as part of a team and a willingness to make an effective contribution to the work of the team

#### **Organisation:**

- Excellent personal organisation skills
- Able to prioritise / meet deadlines as and when required

- Able to cope with unexpected and stressful situations
- An ability to organise meetings, conferences and other related activities, playing an active role in their delivery

**Response to change:**

- A willingness to keep abreast of developments and make a contribution to the planning and implementation of change
- Able to support the implementation of change in relation to role responsibilities in line with Wesport's strategy, vision and mission and a constantly changing national / local landscape.

**Physical:**

- Able to undertake all the physical requirements of the job, such as frequent travel to a variety of external locations
- Able to work occasional evenings and weekends as required

Please note: this post is subject to the satisfactory clearance of an Enhanced DBS Check

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.