



ACTIVE HEREFORDSHIRE &
WORCESTERSHIRE

RECRUITMENT PACK

**Project Officer
(Our Community Can)**



Thank you for your interest in this role. Enclosed within this pack is all of the information required to assist you in your application.

Who we are

Established in 2013, we are the strategic lead for sport and physical activity across Herefordshire and Worcestershire. A vibrant, independent charity, we are committed to improving the lives of people across the two counties through the power of physical activity and sport.

We pride ourselves in being part of a forward thinking, national network of Active Partnerships who work in collaboration with Sport England. Through their investment into the partnership and driven by the aspirations in their new strategy 'Uniting the Movement', we aim to transform lives and communities through sport and physical activity over the coming years.

Why Work for Us?

At Active Herefordshire and Worcestershire (AHW), no two days are the same. As Our Community Can Project Officer, you will have the opportunity to develop your skills in a challenging yet rewarding role, with the opportunity to improve lives across Herefordshire and Worcestershire through the power of physical activity, sport and creative activities. Given the size of our organisation, you will have autonomy and the chance to influence as you collaborate with exciting new communities, local providers/practitioners, external partners and stakeholders on a daily basis. We make a conscious effort to provide a welcoming and supportive working environment, with the following excellent benefits:

- Flexible working options - We recognise that our team have commitments beyond their working day. Our flexible working approach offers team members the ability to balance work and home life in a way that suits them.
- Generous annual leave policy - 25 days annual leave, plus Bank Holidays, your birthday (or a day within your birthday week) and an extra day at Christmas leave
- A dedication to learning and development, with training and CPD opportunities available and encouraged
- Company pension

Our Purpose

Create a more active and healthier Herefordshire and Worcestershire by enabling a thriving, sustainable environment of physical activity and sport

Our Values

Inclusive

We are committed to transparency and equality. We champion diversity

Energy

We are a vibrant organisation that makes sport and physical activity happen, with a hardworking and enthusiastic approach

Quality

We are dedicated to delivering to high standards and are motivated to achieve the best results with the greatest impact

Teamwork

We work with integrity and in unity, complementing one another to establish and realise shared goals

Respect

We consider, understand and value other's opinions and circumstances



Job information

Post: Project Officer (Our Community Can)

Salary: £21,000 - £24,000 per annum

Hours: Full Time 37 hours/week to be worked flexibly. Occasionally, working outside core hours may be required, which may include evening and weekend work.

Contract Length: Fixed Term 31st March 2024, (with possible extension subject to external funding)

Responsible to: Director of Participation

Location: University of Worcester, Hines Building, Henwick Grove, Worcester, WR2 6A
Agile working policy in place subject to the needs of the business.

Main Purpose of Role:

To coordinate and deliver the National Lottery Community funded 'Our Community Can' project across Herefordshire and Worcestershire, a project that aims to reduce social isolation and rural loneliness. Linked to our organisational blueprint, this role will deliver against our strategic objective of empowering individuals, groups and communities. This role will be critical in developing relationships with local communities and working with them to identify the needs of the local community residents in relation to creative and active opportunities. The role will also be responsible for the development of networks to support the project and identifying relevant partners and stakeholders.

Key Information:

- 1.To engage, consult and build relationships with parish/town councils, village/community committees to advocate the Our Community Can project and identify local areas of need.
- 2.Develop strong, collaborative relationships with key stakeholders including, but not limited to, social prescribers and healthy lifestyle advisors, VCS organisations, local practitioners/ instructors and other appropriate partners.
- 3.Gather information regarding communities across Herefordshire & Worcestershire including mapping village halls and community facilities.
- 4.Work with the Project Officer (Insight) to carry out extensive community consultation to generate a comprehensive understanding of the needs of local communities.
- 5.To project manage local delivery plans for each community, keeping within timescales and budget requirements.
- 7.Coordinate taster days/sessions using local instructors/practitioners.
- 8.To track stakeholder and partner engagement using CRM system.



General:

The post holder will be expected:

1. To travel outside the counties to attend development training and coordination days, where required.
2. To promote and maintain the AHW's Equal Opportunities Policy.
3. To understand and adhere to AHW's policies on safeguarding.
4. Remain compliant with AHW's Data Protection processes.
5. Develop and maintain a database of practitioners, instructors and coaches who can be deployed to deliver projects.
6. Work with the Project Manager (Marketing & Engagement) to develop a clear communications plan for the project.
7. Advise on sources of funding to support the development of additional opportunities.
8. To advise the Senior Leadership Team on progress including challenges, successes and future plans.
9. Develop opportunities for volunteer recruitment, development and deployment.
10. Participate in local networks where appropriate to promote and develop the Our Community Can project.
11. Attend other meetings as may be required by the post.
12. Develop project case studies, track, share, and collate project learnings and good practice.
13. To undertake any other duties commensurate with the post as determined by the Chief Executive or Line Manager.
14. Ideally, hold a full driving license with business insurance and have access to a car.



Health and Safety:

1. To be responsible for herself/himself and others in accordance with the Health and Safety at Work Act 1974 etc.
2. The post holder will also be expected to promote Active HW's policies and procedures on health and safety.
3. To ensure that Active HW's policies (including safeguarding) are adopted and implemented.

Safeguarding and Data Protection:

1. The post does not require contact with persons under 18 years of age in a supervisory role.
2. The post requires collection of information about people taking part in activities, which will comply with Data Protection guidelines.
3. The post requires carrying out risk assessments on activities/facilities relating to events.
4. The above is a description of the job as it is at present constituted and is therefore subject to review and updating from time to time. It is Active HW's policy to consult the employee and to aim to reach agreement on amendments but nevertheless the right to make any reasonable changes is reserved.

Equality Statement

Active Herefordshire & Worcestershire is committed to being an equal opportunities employer and welcomes applications from all members of the community.

Privacy Statement

Active Herefordshire & Worcestershire takes your privacy very seriously. More information on how we collect, manage, process and store your data can be found in our privacy policy - <https://www.activehw.co.uk/privacy-policy>



Person Specification

Additional skills knowledge and experience required

Criteria	Essential	Desirable	Measurement
Education, qualifications and experience	<p>Significant experience of working with community groups to develop and deliver needs-led projects.</p> <p>Experience of working in a community development environment, ideally with a sport/physical activity and/or creative activity focus.</p> <p>Experience of managing multiple projects</p>	<p>Educated to a degree level in a related field</p> <p>Experience of writing and implementing operational development plans</p> <p>Experience of simultaneous project management, including budget management and monitoring and evaluation,</p>	Application form and interview
Knowledge	<p>An understanding of the issues facing communities, especially those in rural areas, in developing local programmes</p>	<p>Knowledge of Active Partnerships and their role in developing sport and physical activity</p> <p>Knowledge of the key organisations (public, voluntary, etc.) within the local area that can support the development of sport, physical activity, health and wellbeing.</p> <p>An awareness of behaviour change methodology and the benefits</p>	Application form and interview



Criteria	Essential	Desirable	Measurement
Personals skills	<p>Ability to communicate, engage and utilise a range of local networks and stakeholders, at different levels, to collaboratively support the local community</p> <p>Ability to consult with individuals/groups within the local community to inform and plan appropriate sport, physical activity or health and well-being interventions</p> <p>Problem solving and the ability to implement solutions</p> <p>Good interpersonal skills and the ability to demonstrate a variety of excellent communication skills: e.g. digital, written and oral</p> <p>Excellent organisational skills, ability to prioritise to meet deadlines and competent using IT software, including the use of Microsoft Office</p>	<p>Research and analytical skills</p> <p>Strong influencing skills</p> <p>Empathy with groups and individuals' motivations, needs and relationships with physical activity</p> <p>Ability to encourage capacity building and empowerment within the local community</p> <p>Ability to present to a wide range of audiences</p>	Application form and interview
Commitment	<p>Self-motivated, resilient and enthusiastic</p> <p>Ability to work as part of a team and on own initiative</p> <p>Committed to continuing professional development</p> <p>A willingness to work unsociable hours</p>	<p>Access to a car or similar vehicle.</p> <p>Driving Licence with business insurance.</p>	Application form and interview
physical appearance	Smart casual office wear.		Interview

TO APPLY:

Apply online via application form only. Download the application form from:

www.activehw.co.uk/jobs

Please note: **CV's will not be accepted**

Paper versions of the recruitment pack and application form are available on request. Please call 01905 855498

Closing date:

Wednesday 7th December 2022 @ 23:59

Interviews will take place on:

Thursday 15th December 2022

To discuss the post please contact:

Lorea - Project Manager (Adult Participation)

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