

**JOB DESCRIPTION**

Post Title: <b>Active Through Football Project Manager</b>		Director/Service/Sector: <b>Sports Development / Cultural Services / HR</b>		<b>Office Use</b>
Grade: <b>Band 6</b>		<b>Workplace: county wide with focus on Ashington and Berwick Upon Tweed</b>		JE ref: 4125 HRMS ref:
Responsible to: <b>Sports Development Manager</b>		<b>Date: 15<sup>th</sup> March 2022</b>		
<b>Job Purpose: To project manage the Northumberland Active Through Football Programme. This 5 year project will develop sustainable recreational football sessions in targeted areas of Northumberland using football as a hook to engage with hard to reach groups thereby tackling health and anti-social problems. A multi-agency approach is essential as is robust monitoring and evaluation. This is a Football Foundation Funded Programme with clear conditions.</b>				
Further information about the programme can be found via <a href="https://footballfoundation.org.uk/active-through-football">https://footballfoundation.org.uk/active-through-football</a>				
<b>Resources</b>	<b>Staff</b>	Recruitment, induction and management of team of delivery staff , coaches ,apprentices, leaders and volunteers		
	<b>Finance</b>	Circa £150,000 project budget pa		
	<b>Physical</b>	Delivery of football sessions. Travel to locations to meet stakeholders. Responsible for safe environment for participants. Risk Assessment of facilities and GDPR appliance		
	<b>Clients</b>	Stakeholders and partners including Statutory, Charities and Community and Voluntary organisations Participants from target audience in LSEG in target areas – children, and adults. Working with a diverse range of clients with specific needs in disadvantaged areas		
<b>Duties and key result areas:</b>				
<b>Grant conditions</b>				
<ul style="list-style-type: none"><li>• Act as the project's main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the project.</li><li>• Ensure the conditions of the grant are met, or any amendments and variance clearly communicated, negotiated and justified.</li><li>• Write and present reports to Sport England, Football Foundation and Stakeholder.</li><li>• Act as the main point of contact for the programme evaluation and data collection partners and fully engage with the Community of Learning to share/learn best practice with/from other Places.</li><li>• Manage and implement the Monitoring, Evaluation &amp; Learning plan (including Key Performance Indicators &amp; Outcomes), liaising with programme stakeholders as required and reporting against the requirements set out in the plan by the Football Foundation and Sport England.</li></ul>				
<b>Consortium and Stakeholders</b>				
<ul style="list-style-type: none"><li>• Regularly engage with consortium members and stakeholders on delivery plan implementation and development</li><li>• Develop and implement process of gathering information from partners that meet their target needs, to be included in Monitoring and evaluation reports</li><li>• To ensure the delivery plan and targets are responsive to trends and variances in priority outcomes of stakeholders.</li></ul>				

- To create sustainability plans with consortium members for the programme
- To identify any options to expand the programme to new audiences subject to additional external funding

### **Delivery Plan and Staff Management**

- To implement, develop, manage, review and be responsible for the delivery plan.
- To work with disadvantaged and hard to reach groups to consult, engage and develop sessions in their community setting to meet the conditions of the grant which is supporting people in areas of high deprivation from LSEG's.
- To ensure the delivery plan aims match consortium members needs and those of their clients. This will include a diverse range of clients with complex needs including SEND, substance use, displaying antisocial behaviour and those who have been disengaged in school and now wish to gain skills to enter training and employment.
- To create sustainable sessions allowing capacity for new sessions to be developed over the 5 years.
- To manage all staff and volunteers employed to deliver sessions, ensuring the requirements set out within the grant terms and conditions are met e.g. safeguarding requirements, data capture.
- To ensure all staff are safe and lone working policy is included in risk assessment.
- Lead recruitment of individuals to the programme and ensure strong retention levels.
- To oversee and induct all consortium members staff and volunteers who are delivering sessions and engaged on the scheme.
- To ensure sessions are safe and fit for purpose. At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy
- To travel to attend and/ or deliver sessions as required within the budget and delivery plan targets.
- Work with staff and marketing team to ensure regular and varied communication content is being developed and shared across our internal and external communication platforms.

### **Budget**

- Manage the project budget ensuring financial targets are met and
  - Facilitate and manage the relationships with local programme stakeholders (consortium members and wider programme partners), whilst developing new local relationships with community groups, organisations and service users.
  - Coordinate and support ongoing Community Engagement and capacity building in the place, ensuring that the Delivery Plan and approach are informed by the insight and learning, and that the local community have ownership of these
  - Manage the relationship with project Delivery Agencies, ensuring the requirements set out within the grant terms and conditions are met e.g. safeguarding requirements, data capture.
  - Travel to key settings within the place and wider to meet the needs of the organisation and project.
  - At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy

**N.B. This post is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1999.**

### **Work Arrangements**

Transport requirements:	Access and ability to travel.
Working patterns:	Work with an accessible and flexible approach to fulfilling the role, which will include the working of unsociable hours, evening and weekend work, as necessary, and other duties as reasonably requested.
Working conditions:	Working environments will include community indoor and outdoor settings including areas of high deprivation.

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> Active Through Football Project Manager		<b>Director/Service/Sector:</b>	Ref: 4125
<b>Essential</b>		<b>Desirable</b>	<b>Assess By</b>
<b>Knowledge and Qualifications</b>			
<ul style="list-style-type: none"> <li>• Relevant Degree in Sports development or experience of managing community project, staff and budgets.</li> <li>• First Aid certificate</li> <li>• Enhanced Disclosure and Barring Service (DBS) certificate.</li> <li>• Safeguarding and Child Protection Certificate</li> <li>• A good understanding or lived experience of the target audiences that the project is looking to engage and/or the place in which it's focused.</li> <li>• A high-level understanding of inequalities that exist across socio economic groups in supporting active lives, how they intersect and experience of working to reduce these</li> </ul>		<p>Knowledge of the Ashington and / or Berwick communities.</p> <ul style="list-style-type: none"> <li>• Level 2 football coaching</li> </ul>	(a) (i)
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Experience of working with public and voluntary organisations</li> <li>• Understanding of barriers faced by people in accessing outdoor sport and physical activity.</li> <li>• Experience of community engagement, links into communities and knowledge of networks linked to local communities.</li> <li>• Previous experience of managing multiple pieces of work or projects to successful conclusions.</li> <li>• Experience of managing relationships with external partners and working on behalf of your organisation to influence the successful delivery of services.</li> <li>• Experience of, and ability to prepare, manage and monitor budgets.</li> <li>• Experience of utilising insight and data in relation to specific projects</li> <li>• Experience of recruiting and line managing staff and conduction appraisals</li> <li>• Experience of developing staff work programmes.</li> </ul>		<p>Writing funding bids</p> <p>Experience of supporting people to overcome barriers to access community provision.</p> <p>Able to work within a diverse community and draw on individual strengths to promote project participation.</p>	<p>(a) (i)</p> <p>(a) (i)</p>

<ul style="list-style-type: none"> <li>• Experience of marketing of programmes</li> </ul>		
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills with an ability to build relationships with different audiences.</li> <li>• Able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent.</li> <li>• The ability to make complex decisions independently and seek support where appropriate.</li> <li>• A strong awareness and commitment to equality, diversity, and inclusion</li> <li>• A flexible approach to working hours to include evening and weekend work</li> <li>• Ability to adapt sessions / programmes to accommodate range of needs</li> <li>• Ability to work unsupervised</li> <li>• Ability to meet agreed targets</li> <li>• Ability to act as a mentor to staff</li> <li>• Good IT skills for emails, documents, financial spreadsheets.</li> <li>• Ability to collect and process data</li> <li>• Ability to write reports</li> <li>• Commitment to CDP</li> </ul>	Experience and / or knowledge of working with volunteers.	
<b>Physical, mental and emotional demands</b>		
<p>Ability to work with challenging' participants with emotional needs and behaviours.</p> <p>Ability to work with clients who have known anti-social behaviour traits and to motivate to engage in programme</p> <p>Ability to motivate clients to engage with coaching and leadership to gain skills that can lead to employment or further education.</p> <p>Ability to travel with work travel insurance</p>		(a) (i)

Ability to work evening and weekends		
<b>Other</b>		
		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits