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| **Job Description and Person Specification** | |
| **Job title** | Project Officer (Workforce) |
| **Hours** | 37 hours per week |
| **Salary** | £21,380 - £23,518 per annum |
| **Based at** | Westgate Chambers, Staple Gardens, Winchester SO23 8SR |
| **Reports to** | Strategic Lead – Insight & Workforce |
| **Contract** | Permanent |

**Our Vision, Mission & Purpose**

Energise Me is a charity that is working hard to end inactivity. Our goal is to create a happier, healthier and stronger future for local people. We won’t rest until everyone has the confidence, support and opportunity to be active on their own terms.

Physical activity transforms lives. Our work is helping people to reduce their risk of major illnesses and depression. We are enabling communities to thrive. But we still have a long way to go and we need a Project Officer who can help support the workforce every step of the way.

**Our Values**

Energise Me has five values that sit at the heart of our organisation. Everyone in our team has a responsibility to be:

**Innovative Respectful Committed Collaborative Purposeful**

**Workforce Development**

An appropriately skilled and inspiring workforce supports our aim of ending inactivity. This is key to helping us achieve our goals.

We seek to build capacity, capability, and confidence in the workforce. We know this is essential to support people to become and remain active. We need a skilled and motivated workforce who understand participants’ needs and aspirations.

**Job Purpose:**

This role will focus on gathering more in-depth data and insight. This will increase our understanding of the physical activity workforce. This workforce includes volunteers, coaches, clubs, and other professionals. The role will create opportunities for people to support, inspire and sustain an active lifestyle. It will help drive and develop meaningful continuous professional development opportunities.

The Project Officer will also support the physical activity sector to develop their understanding of what skills and attributes are required to support our priority audiences to become and remain active.

**Main Duties and Responsibilities:**

* Work with the Strategic Lead to shape and map the direction of Energise Me’s work in this area.
* Gather and use local, regional, and national insight to inform our workforce development.
* Use local data and insight on workforce development to influence key local partners.
* Establish and develop effective partnerships with organisations that recruit and develop a physical activity workforce.
* Build workforce development opportunities for people supporting our priority audiences.
* Track and evaluate the impact of programmes, communications and events.
* Increase knowledge, skills and capabilities of the workforce.
* Oversee budgets for specific projects as directed by the Strategic Lead - Insight & Workforce e.g. Coach Bursary Scheme
* Build communities of practice to encourage the sharing of experiences.
* Celebrate and share workforce stories to encourage others into the sector.
* Respond to funding enquires.

**General Responsibilities:**

* Commit to continuous professional development and keep abreast of sector developments, influences and insight in order to commit to our value of innovation.
* Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information, ensuring compliance with data protection legislation.
* Act within Energise Me’s stated values and comply with our policies and procedures.
* Represent the organisation in a purposeful manner.
* Be flexible to take on additional duties commensurate with the role from time to time.
* Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider.
* Ensure that all Safeguarding policies are adhered to and concerns are raised in accordance with these policies.
* Undertake training and development as required by the role to deliver the tasks to a high standard.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder

**Additional Information:**

* Energise Me is a Charity in the form of a Charitable Incorporated Organisation (CIO) formed in 2016.
* Our geographical area includes Hampshire, Isle of Wight, Portsmouth and Southampton.
* We have 15 employees and an annual turnover of c. £1 million. The charity is funded primarily by Sport England through a 5-year service agreement [2017-22]. The charity is governed by a Board of Trustees and is subject to SORP regulations and annual reporting to the Charity Commission and Sport England.
* We offer our employees a friendly, supportive working environment, 25 days of annual leave alongside other staff benefits (e.g. pension scheme).

**Working Conditions**

* Manual Handling: Objects up to 10kg, less than daily requirement.
* Display Screen Equipment: Laptop and desktop PC.
* Outdoor work (occasional).
* The role is located in the Energise Me office in Winchester but travel to attend meetings and carry out other work-related duties is required across Hampshire and Isle of Wight and occasionally beyond.

**Pre-employment Checks:**

As part of the pre-employment checks that are undertaken for this role, you will be asked to provide two references and to complete a Pre-Employment Health Questionnaire. The health questionnaire is confidential and will be screened to ensure you are medically fit for this role before being formally offered the position.

**Person Specification**

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| **Description** | **Criteria** |
| **Experience** | Experience of project planning, delivery and evaluation.  Administrative experience.  Proven experience of building and maintaining effective working partnerships. |
| **Knowledge** | Understanding of the physical activity and sport workforce and knowledge of the key stakeholders and organisations.  Knowledge of evaluation tools and techniques and how they are used in project management.  Understanding of the importance of physical activity and the role the workforce can play.  Knowledge of the barriers to physical activity.  Understanding of equality and diversity, and its practical application. |
| **Skills** | Strong organisational skills.  Good IT skills with a sound working knowledge of MS Office. |
| **Personal Attributes** | Strong interpersonal skills to establish and maintain positive working relationships.  Ability to communicate effectively, both verbally and in writing.  Ability to assess priorities and work to strict deadlines.  Ability to work under own initiative and as part of a team.  Pro-active with a positive attitude and plenty of creativity and drive. |
| **Values** | Ability to demonstrate an understanding of and connection with our organisational values:   * + **Innovative** – to never stand still, keep an eye on the future and always ask the question why?   + **Respectful** – to celebrate diversity and embrace a range of perspectives.   + **Committed** – to making our vision a reality and tackling the barriers that stand in our way proactively.   + **Collaborative** – to work in harmony to unlock greater good.   + **Purposeful** – to make precious resources go a long way by being focused and prioritising well. |
| **Other** | Passionate about making a difference to people’s lives.  Ability to fulfil travel requirements of the role. |