

**UNIVERSITY OF NOTTINGHAM
RECRUITMENT ROLE PROFILE**

Job Title: Sports Outreach Project Officer

Department: Sport & Physical Recreation

Job Family and Level: APM 3

Contract Status: Fixed-term until 31st January 2021

Hours of work: Average 18 hours per week. Possible fractional work available with decreased hours during school/university holidays.

Reporting to: Sports Volunteering Officer

The Purpose of the New Role:

To coordinate and implement the Sport England (Potentials fund – Volunteer) project in partnership with Laureus, Nottingham Trent University, Nottingham College and Epic. Lead and implement a project that will aspire to support 10-14 year olds from disadvantaged areas of Nottingham to build life skills, create and deliver social action projects and support transition from Primary to secondary schools. The post holder will coordinate the recruitment of HEI and FEI student volunteers, embed a training based around life skills curriculum and support the students from training through to delivery. The overarching aim is to embed volunteering as a habit and influence positive change in local communities through volunteering.

	Main Responsibilities.	% time
1.	<p>Project management To coordinate the Sport England funded project over a 3 year period. Plan, implement and deliver a new framework that will sit at the core of the project. Write, implement and coordinate the project delivery plan. Ensure liaison and regular communication with all partners is maintained from initial start-up and through delivery of the project. Work with the partners to discuss and embed sustainability options for the project.</p>	25 %
2	<p>Recruitment and coordination of students Work alongside the sports volunteering officers at both HEI's and Nottingham College to recruit a targeted number of students onto the program each year. Attend the necessary events to promote the project and aid recruitment. Mentor the students and be their main point of contact throughout the project. Coordinate the deployment of students. Ensure the students are appropriately trained, briefed and supported throughout.</p>	20 %
3.	<p>Partnership and School liaison Work with the University Widening participation teams to identify and liaise with targeted schools across the City. Build and form a professional relationship with the schools to gain and maintain their involvement. Forge, monitor and maintain professional working relationships with all partners involved in the project.</p>	10%

4.	<p>Reporting and Monitoring</p> <p>Ensure all the necessary data is collected and reported in the format requested by both Sport England and all partners involved.</p> <p>Implement the necessary processes to allow the above process to be coordinated efficiently and effectively.</p> <p>Review and analyse both quantitative and qualitative data.</p> <p>Write and present reports on the project as necessary.</p> <p>Ensure and coordinate the software system, Volunteer kinetic, to allow data and activity of volunteers to be recorded online.</p>	10 %
5.	<p>Budget management</p> <p>Coordinate necessary spends associated with the project whilst following university financial policies and procedures.</p> <p>Raise any financial concerns with line manager as appropriate.</p> <p>Forecast and review spends quarterly.</p> <p>Work with Laureus to complete the financial reports as necessary for Sport England.</p>	10%
6.	<p>Marketing and promotions</p> <p>Work with the University and Laureus marketing teams to implement and deliver a communications and marketing plan for the project.</p> <p>Write regular case studies that detail and showcase the impact of the project.</p> <p>Follow University marketing procedures and policies at all times.</p>	5%
7	<p>Training and Development</p> <p>Work with all HE and FE project partners to design and coordinate the training content and plans.</p> <p>Work in partnership with Epic staff to design the behavioural change training content.</p> <p>Design, coordinate and support in delivering the training programme for both HE and FE students.</p> <p>Work with the sports volunteering officers at NTU / UoN / Nottingham College to enhance the training program in partnership with current training offers.</p> <p>Work with key partners to ensure training is designed to include key strategic targets and incorporate relevant initiatives.</p>	15%
8.	<p>Other</p> <p>Support the delivery of sports related events as necessary. Carry out all other duties commensurate with the role that may be reasonably requested.</p>	5 %

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable	
Qualifications/ Education	<p>Qualified to A level standard, or equivalent with GCSE's in English and maths, or equivalent.</p> <p>OR</p> <p>Proven track record of extensive relevant work experience in a similar or related role.</p>	<p>Undergraduate degree or formal training related to sport development, coaching or Proven track record of extensive relevant work experience in a SIGBL level 2 Coaching Qualification or higher</p> <p>Sports Coach UK, Sports Leaders UK (or similar) qualification</p> <p>NGB, Sports Coach UK, Sports Leaders UK (or similar) tutor accreditation</p>	<p>Undergrad training re developm volunteer</p> <p>NGB Level Qualificati</p> <p>Sports Coa UK (or sim</p> <p>NGB, Spor Leaders U accreditati</p>
Skills/Training	<p>Excellent communication skills, both written and verbal.</p> <p>Ability to plan, deliver and analyse an event.</p> <p>Ability to work both independently and as part of a team.</p> <p>Problem solving skills.</p> <p>Ability to establish and maintain effective working relationships with organisations and/or individuals.</p> <p>Ability to meet deadlines and prioritise work effectively.</p> <p>Confident computing skills including Microsoft Office.</p>	<p>A strong understanding of the role of social media in promoting projects and experience of developing and implementing social media activity.</p> <p>Ability to monitor and analyse complex data, producing quality reports.</p>	

<p>Experience</p>	<p>Experience of recruiting and coordinating volunteers within a sporting context</p> <p>Experience of working with HE students or young people</p> <p>Experience of working with a variety of partners and stakeholders</p> <p>Experience of planning and delivering events</p> <p>Experience of Project Management</p> <p>Experience of managing budgets and providing accurate updates to colleagues and partners</p>	<p>Experience of operating within a Higher Education Sport structure.</p> <p>Experience of operating within the school, FE college and community sports sector.</p> <p>Experience of working with young people and youth workers.</p> <p>Awareness and understanding of Sport England models.</p> <p>Awareness of volunteering structures and National campaigns.</p> <p>Awareness of the needs and challenges of young people across the City of Nottingham.</p> <p>Experience of operating online volunteer management and reward systems</p>
<p>Other</p>	<p>Enthusiastic and dynamic person with a passion for sport</p> <p>Flexible and creative approach</p> <p>Ability to work effectively with and motivate students</p> <p>Demonstrable focus on quality and excellence</p> <p>Team player, but ability to work on own initiative</p>	

Additional Information

The post is part time. The person appointed will be required to take their substantive leave allocation in the university vacation periods. Candidates will need to be flexible in their approach to work, as some weekend and evening duties will be required. It is expected that delivery will be more intense during term time.

Post holders may be required to operate from any one of the University sports sites and will be required to conform to the department's uniform policy. Candidates will be expected to complete an enhanced DBS check as part of this role.