

SPORTS PARTNERSHIP HEREFORDSHIRE  
& WORCESTERSHIRE

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# RECRUITMENT PACK

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**Project Manager (Workforce)**



**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**

We are the strategic lead for sport and physical activity across Herefordshire and Worcestershire. A vibrant, independent organisation, 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 (43 across England). Our role is to understand, interpret and localise the national sports strategies from DCMS (*Sporting Future: a new strategy for an Active Nation*) and Sport England (*Towards an Active Nation*) through our primary role, as set out by Sport England.

### **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

<b>Post:</b>	<b>Project Manager (Workforce)</b>
Salary:	£25,000 - £27,500 per annum
Hours:	Full Time (37 hours/week)
Contract Length:	Fixed Term 31st March 2021 (extension subject to continuous funding)
Responsible to:	Chief Executive Officer / Deputy Chief Executive Officer
Responsible for:	Project Officer (Our Community Can) and Project Support Intern

### Job Purpose:

The post holder will lead the Partnership's work around 2 key work areas:

1. To lead on the strategic objective ' Develop a workforce that inspires' and implementing the Partnerships' Workforce Development Plan
2. To strategically manage our 4 year National Lottery Community Fund Project 'Our Community Can' which uses physical activity to address social isolation and loneliness in rural communities.

### Job Description:

In collaboration with other team members' lead on the development, implementation, review and adaptation of the partnership workforce plan ensuring alignment and collaboration across complementary work areas.

To instigate, develop and manage relationships with key stakeholders (both nationally and locally) to implement the workforce plan.

To lead on and support team members and external stakeholders to embed workforce principles, focused on the needs of participants and the workforce.

To lead on workforce interventions and programmes; including the Partnership approach to training and education (internally and externally), ensuring that they are based on local intelligence, ensuring effective matching of supply and demand and to further ensure that they are effectively evaluated and reviewed.

Provide expert feedback to Managers / Board on the development of the workforce (including volunteering) initiatives for the overall benefit of the partnership and key stakeholders.

To play a lead role around the Partnership's approach to safeguarding.

Collaborate with other Active Partnerships to develop a coordinated approach to workforce development across the region.

To develop a robust project / delivery plan for the 'Our Community Can Project' ensuring that key



To create, develop and manage relationships with key stakeholders around the 'Our Community Can Project' developing and supporting collaboration around common themes.

To develop a community led bottom up approach based on insight, intelligence and consultation.

To ensure that all reporting deadlines are met and adhere to community lottery requirements.

Across both lead areas be responsible for the effective management of resources assigned to specific programmes, including monitoring and evaluating effectiveness and budget management.

Ensure all relevant policies (including safeguarding) and practices are adopted and implemented.

Undertake any other appropriate duties commensurate with the post as determined by the Chief Executive, Deputy Chief Executive and/or the Chair of the Board.

### General:

1. The Project Manager (Workforce) will be expected to:
  - Work a 37 hour week
  - Work outside normal working hours, if required, which will include evening and weekend work.
  - Travel outside the counties to attend development training and coordination days, where required.
2. The post holder is expected to promote and maintain the SPHW's Equal Opportunities Policy.
3. The post holder is expected to understand and adhere to SPHW's policies on safeguarding
4. Ensure communication between all partners.
5. Promote the sharing of good practice.
6. Attend other meetings as may be required by the post.
7. Remain compliant with SPHW's Data Protection processes.
8. 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 etc. Act 1974.
2. The post holder will also be expected to promote SPHW's policies and procedures on health and safety

### **Child 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.

The above is a description of the job as currently constituted and is therefore subject to review and updating from time to time.

It is SPHW's policy to consult the employee and aim to reach agreement on amendments, but the right to make any reasonable changes is reserved.

### **Equality Statement**

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

### **Privacy Statement**

Sports Partnership 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 - [www.sportspartnershiphw.co.uk/privacy-policy](http://www.sportspartnershiphw.co.uk/privacy-policy)



## Employee Benefits

- Pension Scheme
- Yearly entitlement of 25 days annual leave
- 12 month CIMSPA membership and access to eLearning academy
- Flexible working
- Mileage paid for business journeys
- Subsidised vision eye screening tests
- Access to University of Worcester Car Share/Cycling schemes and CPD workshops
- Free parking permit
- Free access to an occupational counselling service

# Person Specification

## Additional skills knowledge and experience required

Attributes	Essential	Desirable	Evidence
Education, training and qualifications	Significant, related experience in a similar senior role	Educated to degree level  Evidence of continuous professional development.  Membership of an appropriate professional body (e.g., CIMSPA)	Application form and interview
Relevant experience	Track record of driving multiple projects and taking responsibility for a range of issues simultaneously  Experience working with multiple funding partners and organisations at board level  Experience of working with decision makers and leaders from a number of sectors  Experience of working in collaboration with other organisations and individuals aligning shared objectives  Experience of developing strategic and operational plans	Previous responsibility in leading or working in a similar setting  Ability to lead and inspire team members  Knowledge of Active Partnerships and their role in developing physical activity and sport  Knowledge of related national, regional and sub-regional strategies for key organisations such as Sport England, National Governing Bodies of sport, Department of Health.  Budget Management  Experience of monitoring & evaluating projects/programmes  Knowledge of the current policy effecting practise within the physical activity, sport and wider population health landscape.	Application form and Interview
Skills/Ability	A leader, able to motivate and inspire others  Excellent communication skills in a variety of mediums including written and presentation skills  Collaborative and inclusive style with highly developed diplomatic and influencing skills  Ability to focus the outcomes of projects/programmes with the ability to adapt as necessary  Ability to ensure effective evaluation of work undertaken by teams and individuals  Good organisational skills with an ability to manage multiple tasks and deadlines  Able to work effectively on own initiative and cooperatively as part of a team  Strong alignment to the values of the charity  Capable of problem solving and the ability to implement solutions	Research and analytical skills  Understanding of the role of insight and information in developing strategic and operational plans  Knowledge of Safeguarding processes and policies  Knowledge of behaviour change principles	Application form and Interview



Attributes	Essential	Desirable	Evidence
Commitment	<p>A willingness to work unsociable hours</p> <p>Commitment to continuous professional development and personal improvement</p> <p>Self-motivated – able to work alone with minimum supervision</p> <p>Ability to travel independently</p> <p>Own car available for business use (with business insurance)</p>		Application form and Interview





# TO APPLY:

Apply online via application form only.

[www.sportpartnershiphw.co.uk/jobs/6653](http://www.sportpartnershiphw.co.uk/jobs/6653)

Please note: CV's will not be accepted

Closing date:

**23:59hrs on Sunday 26th January 2020**

Interviews will take place on:

**Week Beginning 10th Feb 2020**

To discuss the post please contact:

Stephen Brewster - CEO

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