



JOB TITLE: Project Officer
LOCATION: Allianz Park, Hendon
CONTRACT TYPE: Permanent, full time
RESPONSIBLE FOR: Casual Staff and Volunteers
INTERNAL LIAISON: All Foundation departments and Saracens
EXTERNAL LIAISON: Key stakeholders, beneficiaries, trustees

PURPOSE OF THE JOB:

Project Officers are responsible for leading the design, delivery, and coordination of sport for change projects across North London and Hertfordshire. Your main duty will be to coordinate the delivery of Project Rugby.

Project Rugby (BAME/LSEG) is a project which aims to increased rugby playing opportunities from non-traditional rugby playing backgrounds. Funded by Premiership Rugby, the project is engrained in the community working heavily with local grassroots clubs, local schools, and community group to ensure a sustainable rugby offer to all can be accessed. This project with specifically target those from a BAME community and low socio-economic groups to bring them into the rugby community.

You will be ‘hands-on’, developing, leading, and delivering against the operational and Foundation targets set out within the Foundation strategy. You will manage a project to create and deliver industry leading charitable activities.

You will work closely with the other Project Officers to ensure that the Foundations projects are being coordinated in a way that generates cross-project working and reduces the risk of projects operating in silos.

Key Roles and Responsibilities
<ol style="list-style-type: none">1. Assist in the development of creative ideas to improve projects, engage beneficiaries, and provide the greatest impact on people and communities2. Project Officers support and lead in the design, delivery and coordination of projects, including budgeting and administration3. Ensure that work produced meets all objectives set, is done by the agreed time to the highest standard and achieves the best possible outcome for the Foundation4. Coordinate and manage casual staff to ensure high quality and safe delivery that exceeds expectations

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• An understanding of the sport for change landscape, and the desired impacts of these projects• An understanding of barriers to participation in sport• Project management skills that will enable you to create and deliver projects that meet Foundation objectives• A ‘people person’ with excellent interpersonal skills and the ability to build strong internal and external relationships	<ul style="list-style-type: none">• Experience of working within an elite sport foundation that sits alongside an elite sport club• Knowledge of regional and national sport programmes, and the landscape of sport development

<ul style="list-style-type: none"> • Excellent people management skills • Able to quickly develop strong partnerships and relationships with key stakeholders (internally and externally) • A 'self-starter' who can motivate themselves and others to achieve amazing impacts on communities • Ability to communicate internally and externally – empowering us to 'shout' about what we do • Good communicator and facilitator with excellent presentation skills including ICT capability 	
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PROJECT SPECIFIC – Rugby Development

<p>Essential</p> <ul style="list-style-type: none"> • England Rugby Coaching Award (ERCA) or Level 2 Coaching Award from RFU (or equivalent qualification from relevant Governing Body) • Experience and knowledge of working within the Rugby Development landscape in order to increase sustained participation • Experience of creating and delivering inspiring rugby sessions in order to create a positive experience 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience and knowledge of working with a wide variety of different demographics • Experience of working with external stakeholders to add value to community-based programmes • Knowledge of grassroots rugby clubs and the transition pathway of new rugby players
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