

SARACENS FOUNDATION PROJECT OFFICER disABILITY

We're looking for a **Project Officer** to join the Saracens Foundation team. This role will match the Charity's aims for growth in the coming months as we aim to achieve the key milestones set out in our vision and strategy.

Since its inception in 2000, the **Saracens Foundation** has worked in the surrounding areas of Hertfordshire and North London delivering more than 30 projects in these local communities where sport is used as a tool for empowering social change in behaviour to lead active, healthy and rewarding lives.

The role will report directly to the Development Manager within the team.

Saracens is an inclusive, people first organisation. A core part of achieving our mission is that our workforce is diverse and reflective of the community that we serve. There will be no discrimination in our recruitment and selection processes, nor when considering pay and benefits. We encourage people from all backgrounds to apply for the position and join us on our mission to enrich lives through sport and entertainment. (You can read more about [diversity and inclusion here](#)).

The disABILITY projects aim to improve health, wellbeing and employability of participants of all ages.

If you are excited by the idea of working with our Foundation team, we'd love to hear from you.

JOB TITLE:	Project Officer
LOCATION:	StoneX Stadium, 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
SALARY:	£25,000 - £28,000 per annum

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. You will be leading several projects in our disABILITY area, providing young people and adults with pan disabilities access to physical activity, education, and employability opportunities. Our disABILITY Hub consists of a variety of weekly sports sessions together with offering parent respite services. We also deliver education and employability courses and work in partnership with key stakeholders to develop sustainable exit routes for participants. The projects focus on a holistic approach, tailoring delivery to meet the individual needs of the participants. Our mission is to integrate people with disabilities into their local communities, tackling discrimination and changing perceptions.

You will be 'hands-on', developing, leading, and delivering against the operational and Foundation targets set out within the Foundation strategy. You will manage projects 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 & RESPONSIBILITIES:

1. Assists in the development of creative ideas to improve projects, engage beneficiaries, and provide the greatest impact on people and communities.
2. Project Officers support and lead in the design, delivery, and coordination of projects, including budgeting and administration.
3. Ensures 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 Foundation.
4. Coordinate and manage casual staff to ensure high quality and safe delivery that exceeds expectations.

PERSON SPECIFICATION

The successful candidate will have the following:

Skills

- An understanding of the sport for change landscape, and the desired impacts of these projects.
- Knowledge & experience of the disability sport landscape with an understanding of barriers to participation for people with disabilities in sport.
- Ability to deliver inspiring and engaging sessions to groups with disabilities, both with learning disabilities and physical disabilities.
- Ability to be an advocate for people with disabilities.
- A strong behaviour and pastoral manner with the ability to remain composed in situations of crisis.
- Project management skills that will enable you to create and deliver projects that meet Foundation objectives.
- A 'people's person' with excellent interpersonal skills with the ability to build strong internal and external relationships.
- 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.
- An understanding of people with disabilities and the power of sport to impact positively on their lives.

Desirable

- Sports Coaching qualification
- Disability specific qualification
- Experience working with people with disabilities, particularly those with autism.
- Knowledge & understanding of the potential pathways for positive progression for people with disabilities.
- Has had experience in youth work and or pastoral care within the education sector.
- Has a youth work degree or similar level.
- Has a good understanding of the secondary and primary education sector.
- 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.
- Valid clean driving licence and access to a car.

Personal Characteristics

- You have a relentless focus and are a great team player.
- You thrive in and promote a culture of **hard work, discipline, honesty, and humility** to deliver results.
- You manage projects, activities, and resources effectively, assuming personal ownership and accountability for results.
- Be organised and efficient in your approach to your work and tasks.
- Be flexible in your approach to managing your workload but also possess the ability to work under pressure and meet deadlines.

BENEFITS

Compensation

- The Foundation conduct an annual pay review. However, proactive pay increases will be implemented to reflect growing responsibilities.

Working from home

- We all work from the office on Mondays, Tuesdays Thursdays and Fridays before a match day. This keeps team collaboration and engagement high.
- If you are normally office-based, you can still work from home occasionally - **as long as you have a good internet connection and a private, quiet space which allows you to do your best work.**

Holiday

- 25 days' holiday a year, plus bank holidays - please use them all!

Health & Wellbeing

- Paid sick leave for both physical & mental health.

Sports & Entertainment

- After work events including PT, football and tag rugby.
- Ballot tickets for Saracens Home Games.
- Ballot tickets for International Rugby Games.
- Opportunities for discounted tickets to Saracens games and events for you and your family.

Family

- Enhanced paid maternity, paternity, adoption or shared parental leave, if you've been with us for at least 26 weeks.
- Life Assurance with Zurich.

Commuting

We're a member of the cycle-to-work scheme.

Applications should be made by submitting a CV and covering letter incorporating suitability to the role. Applications should be sent to Sangita Asani, People Business Partner at recruitment@saracens.net.

Closing date for applications is Friday 3rd November 2023 at 5.00pm

We anticipate first stage interviews to take place on week commencing 13th November 2023.

Saracens Group positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, gender expression, religion, sexual orientation, disability, or nationality.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date. This is to ensure our teams can manage application levels while maintaining a positive candidate experience. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.