



We're looking for a **Project Officer** to join the Saracens Foundation team. Project Officers are responsible for leading the design, delivery, and coordination of sport for change projects across North London and Hertfordshire.

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 projects aim to improve health and wellbeing of participants of all ages, from young school age to 100+. 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:	Stone X Stadium, Hendon
CONTRACT TYPE:	Permanent, Full Time
KEY STAKEHOLDERS:	All internal departments and external stakeholders
REPORTS TO:	Development Manager
SALARY:	£25,000 - £28,000

PURPOSE OF THE JOB:

You will be leading our Sarrie's In My School and Sarries In My School Camps projects, providing young people in schools opportunities to access curriculum and non-curricular delivery such as cheer, gymnastics, dance and holiday provisions across North London & Hertfordshire. Our wider dance delivery also consists of other projects such as dance, cheer and fitness delivery from ages 5 - 106. The projects focus on engaging all ages in physical activity through the form of cheer and dance and our mission is to increase the physical activity levels and improve mental wellbeing for our local communities. You will take a strategic approach to project development and delivery, ensuring that the projects meet objectives and deliver impacts on local people and communities.

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 whilst ensuring our projects remain sustainable. 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. This will include working with the Foundations Content Creator to tell stories that promote the daily impact the Foundation has on its community.

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 Delivery Officers and 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.
- 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's person' with excellent interpersonal skills with the ability to build strong internal and external relationships.
- 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.
- Has a good understanding of the secondary and primary education sector.
- Has a strong behaviour and pastoral manner with the ability to remain composed in situations of crisis.

Desirable

- 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.
- Has a sport or leadership level 2 qualification (or equivalent).

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, and Thursdays (some 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 insurance 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, HR Manager at recruitment@saracens.net.

Closing date for applications is **Friday 1st December at 5.00pm.**

We anticipate first stage interviews to take place on week commencing the **11th December 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.

