

Get Onside is the **Saracens Foundation's** prison project that uses a combination of educational workshops alongside a practical rugby programme to engage prisoners, teach them positive values and behaviours whilst developing a sense of self-confidence and hopefulness for a future free from the cycle of the justice system.

The Get Onside Project Officer will be tasked with leading the educational workshops with prisoners inside HMYOI Feltham & HMP The Mount as well as delivering practical rugby sessions. The successful candidate will also be responsible for coordinating the course curriculum, whilst also managing the budget and administrative side of the programme.

JOB TITLE:	Project Officer – Get Onside
LOCATION:	StoneX Stadium
CONTRACT TYPE:	Permanent
RESPONSIBLE FOR:	Development Manager – Social Inclusion
INTERNAL LIAISON:	All Foundation departments and Saracens
EXTERNAL LIAISON:	Key stakeholders, beneficiaries, trustees
SALARY:	£25,000 - £28,000

Key Roles and Responsibilities

1. To lead on the delivery of the Get Onside programme, both in the classroom-based workshops and on the rugby pitch.
2. Support graduates in their first year of release
3. Recruit and engage employers in our mentor training scheme
4. Assists in the development of creative ideas to improve projects, engage beneficiaries, and provide the greatest impact on people and communities
5. Support and lead in the design, delivery, and coordination of projects, including budgeting and administration
6. Responsible for scheduling and relationship management with external providers and guest speakers.
7. 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
8. Responsible for monitoring and evaluating the impact of the project and reporting to key stakeholders

PERSON SPECIFICATION

Essential Skills:

- England Rugby Coaching Award (ERCA) or Level 2 Coaching Award from RFU (or equivalent qualification from relevant Governing Body)
- A 'people's person' with excellent interpersonal skills with the ability to build strong internal and external relationships

- Excellent people management skills
- Lived experience or knowledge of working with disadvantaged or excluded people in order to create positive change
- Experience and knowledge of working with a wide variety of different demographics
- An understanding of the sport for change and prison landscapes, and the desired impacts of these projects
- Project management skills that will enable you to create and deliver projects that meet Foundation objectives
- 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
- Good communicator and facilitator with excellent presentation skills including ICT capability.

Desirable skills:

- An understanding or lived experience of challenges faced by prisoners in prison and in the community.
- Experience of working within an elite sport foundation that sits alongside an elite sport club
- Experience of creating and delivering inspiring interventions in order to create a positive experience
- Experience of working with external stakeholders to add value to community-based programmes
- Experience of mentoring vulnerable, disadvantaged or excluded people.

Personal Characteristics

- You have a relentless focus and are a great team player who has a good sense of humour
- 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 Monday, Tuesday and Thursdays. 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 29th December 2023 at 5.00pm

We anticipate interviews to take place on week commencing 15th January 2024

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.