

SARACENS FOUNDATION SPORTING ROOTS PROJECT OFFICER

Saracens Foundation are seeking to employ a **Project Officer** to join our team. The Foundation has for the last 20 years worked tirelessly to support the local communities across the Hertfordshire and North London areas by changing lives through the power of sport. The charity runs over 30 programmes which service the needs of individuals from the age range of primary school all the way through to the over 50's, to pan-disability groups as well as those in the criminal justice system.

You will be delivering on our pioneering Sporting Roots Project. Working across North London, the project aims to engage refugees and asylum seekers in sport, physical activity and community engagement, aiming to improve the physical, mental and social well-being of this community. Alongside this, the project also seeks to help integrate the refugee and asylum seeker community into their local communities by supporting the transition of participants to local sports clubs.

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 a project 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 Videographer to create content that promotes the daily impact the Foundation has on its community.

This is a 1-year fixed term position, with a view of being extended upon successfully refunding the project. The role will be based at StoneX Stadium with a hybrid/flexible working pattern which will allow for the best outcomes for our charity.

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](#)).

If you are a proactive, innovative, and results-driven individual with a passion for social impact, we would love to hear from you.

DETAILS

- **JOB TITLE:** Project Officer
- **LOCATION:** StoneX Stadium, Greenlands Lane, Hendon, London, NW4 1RL
- **CONTRACT TYPE:** 1-year fixed term (funding dependent)
- **REPORTING TO:** Development Manager
- **SALARY:** £25,000 – £28,000 (subject to experience)
- **KEY STAKEHOLDERS:** All internal departments, external stakeholders including participants and sponsors.

WHAT YOU'LL BE DOING

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

YOU SHOULD APPLY IF

Skills

- Ability to deliver high quality sessions when appropriate – Coaching/Leadership Qualifications.
- Experience in creating and delivering project plans and funded projects.
- Experience of setting, managing, monitoring, and achieving ambitious targets.
- Experience in providing strategic guidance and leadership to direct reports ensuring they achieve their individual objectives.
- You are a creative problem solver who can use initiative to identify and implement improvements to projects.

- Experience managing budgets from diverse income sources (e.g. grant income, corporate funders and paid for services).
- Proven understanding and experience in leveraging funding for projects and programmes.
- A 'people person' with excellent interpersonal skills with the ability to build strong internal and external relationships.
- Good communicator and facilitator with excellent presentation skills including ICT capability.
- A passion and empathy for helping those from marginalised backgrounds.
- A resilient decision maker, able to stay calm and collected under pressure.
- Able to multitask and manage workload effectively.
- Excellent ability to build stakeholder relationships both internally and externally.

Experience

- Experience of working in the Third Sector.
- You have excellent written and verbal communication skills (attention to detail is essential).
- Experience or knowledge for working in a sport for change landscape (desirable but not essential).
- Understand the current challenges faced by organisations in the charity sector.
- Experience of working within an elite sport foundation that sits alongside an elite sport club (desirable but not essential).
- Experience of successfully applying for funding and being aware of process.
- Experience of working with individuals from marginalised groups.

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.
- Proven ability to challenge and influence others.
- Report writing and presentation experience.
- Assertive, yet calm and works well under pressure.
- An ambassador for sport for change.
- Perception and awareness of when things may work.
- You encourage open discussion of different ideas and views; welcome and solicit feedback.
- You instil continuous improvement mind-set and champion best practices.
- You have a proficiency in an additional language to English (desirable but not essential).

BENEFITS

Compensation

- Your manager reviews your salary annually. However, proactive pay increases will be implemented to reflect growing responsibilities.

Holiday

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

Health & Wellbeing

- Paid sick leave for both physical & mental health.

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.

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.

HOW TO APPLY

To apply for this role, please submit a CV and cover letter of how your experiences match the job role.

Please send applications to recruitment@saracens.net by the closing date of **Wednesday 15th May 2024 by 5pm**. **Interviews will be conducted the week commencing Monday 27th May**. If you have not been contacted within 7 days of the application deadline, please assume that your application has been unsuccessful on this occasion.

Saracens Foundation 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.

