

Active Through Football – Project Manager

Role Profile

Salary:	£27,038.71
Working Hours:	37 Hours
Contract:	5 years fixed term (post subject to external funding)
Responsible to:	Head of Sport & Physical Activity – Health & Social Outcomes
Closing date:	Friday 22nd October 2021 – 12 noon
Interview Date:	Wednesday 3rd November
Please Quote:	AT537

Active Tameside is a registered charity. We're here to inspire the people of Tameside into living healthier, happier and more active lives.

We are looking to recruit a Project Manager for our Active Through Football programme, as a Project Manager you will act as the project's main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the project. We are looking for someone to live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be.

Role Purpose:

The Active Through Football programme has a main aim to increase activity levels and create sustained behaviour change in a Place-based approach, in partnership with the Football Foundation and Sport England we are looking to recruit a project manager to make an impact within the Hattersley ward of Tameside, the project manager through the programme consortium will engage with targeted local residents to help get them to become more active through Football and physical activity provision.

The Active Through Football programme is being delivered across the country and more information can be found here - <https://footballfoundation.org.uk/active-through-football>

To apply for this position please fill out the form online or alternatively with an application form and return it to HR@activetameside.com or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.

Application forms can be found on www.activetameside.com or email HR@activetameside.com. For help or advice in completing the application form please contact Human Resources on 0161 366 4814.

Role Accountabilities:

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. Act as the project's main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the project.
2. Manage the project Delivery Plan & Budget, ensuring both are kept updated over the duration of the project.
3. Act as the main point of contact for the programme evaluation and data collection partners and fully engage with the Community of Learning to share/learn best practise with/from other Places.
4. Manage and implement the Monitoring, Evaluation & Learning plan (including Key Performance Indicators & Outcomes), liaising with programme stakeholders as required and reporting against the requirements set out in the plan.
5. Facilitate and manage the relationships with local programme stakeholders (consortium members and wider programme partners), whilst developing new local relationships with community groups, organisations and service users.
6. Coordinate and support ongoing Community Engagement and capacity building in the place, ensuring that the Delivery Plan and approach are informed by the insight and learning, and that the local community have ownership of these.
7. Manage the relationship with project Delivery Agencies, ensuring the requirements set out within the grant terms and conditions are met e.g., safeguarding requirements, data capture.
8. Travel to key settings within the place and wider to meet the needs of the organisation and project.
9. At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy.
10. Live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be. To lead by example and to be an active role model in delivering our policies and procedures.

Role Requirements:

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

Knowledge	Experience
<p><i>Some knowledge of sport development and sport/physical activity infrastructure is desirable.</i></p> <p><i>Knowledge of FA workforce development programmes and structures. (Desirable)</i></p> <p><i>FA coaching qualifications. (Desirable)</i></p>	<p>A good understanding or lived experience of the target audiences that the project is looking to engage and/or the place in which it's focused.</p> <p>Experience of working at a local level with community organisations.</p> <p>Experience of community engagement, links into communities and knowledge of networks linked to local communities.</p> <p>Previous experience of managing multiple pieces of work or projects to successful conclusions.</p> <p>Experience of managing relationships with external partners and working on behalf of your organisation to influence the successful delivery of services.</p> <p>Experience of, and ability to prepare, manage and monitor budgets.</p> <p>Experience of utilising insight and data in relation to specific projects</p> <p>A high-level understanding of inequalities that exist across socio economic groups in supporting active lives, how they intersect and experience of working to reduce these.</p>
Skills	Values
<p>Excellent interpersonal and communication skills with an ability to build relationships with different audiences.</p> <p>The ability to make complex decisions independently and seek support where appropriate.</p> <p>A strong awareness and commitment to equality, diversity, and inclusion</p> <p>A flexible approach to working hours to include evening and weekend work</p>	<p>★ Active - we encourage people to be healthy and active.</p> <p>★ Champion - we work and adapt so that we can be the best.</p> <p>★ Together - we are there for people that need our help.</p> <p>★ Integrity - we are genuine and honest with people.</p> <p>★ Value - we respect people's opinions and differences.</p> <p>★ Enthusiasm - we enjoy what we do and act positively.</p>

- **Essential Criteria – in bold**
- *Desirable Criteria – in italics*