

Job Description and Person Specification

Job Title	Project Officer
Department	Taverham High School
Section	School Sports Partnership
GR Number	2133
Grade	F
Responsible to	The School Sports and Physical Activity Manager
Effective Date	18/04/2017

Role and Context

Job Purpose	To manage projects within the SSP, delivering a range of PE, School Sport and Physical Activity projects to schools within the West Norwich & Dereham School Sport Partnership (WNDSSP) to help all young people in the area develop a positive relationship with physical activity.
Context	This role is within the West Norwich & Dereham School Sports Partnership, based at Taverham High School and working with Primary & Secondary Schools across the area. The Partnership offers a range of services and support to schools to improve Physical Activity outcomes for young people.

Principal Accountabilities (in order of importance)

<ul style="list-style-type: none"> • Deliver a range of projects within the SSP membership model. • Support the SSP to ensure schools engage more pupils in PE and school sport including accessing the School Games Programme. • Deliver a range of school sport events, festivals and activities. • Support the delivery of high-quality training courses for staff in schools. • Submit regular articles for the SSP website and use a range of social media in order to celebrate successes and promote the opportunities provided by the SSP. • Record monitor and evaluate data for all events/projects. • Undertake additional activities as requested by the Partnership Development Manager / Sport & Physical Activity Manager in order to achieve the objectives of the SSP.
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Person Specification	
<p>Qualifications</p> <p>Essential (E) Desirable (D)</p>	<p>First Aid qualification (or ability to work towards). (E)</p> <p>Commitment to CPD and willingness to undertake training where necessary. (E)</p> <p>PE/ Sport related Qualification(s). (D)</p>
<p>Experience</p>	<p>Experience of working within a PE/ School Sport environment. (E)</p> <p>Experience of delivering PE and sport projects to young people. (E)</p> <p>Experience of partnership working. (E)</p> <p>Experience of project management. (D)</p>
<p>Skills/Knowledge</p>	<p>Knowledge of the National Curriculum for PE. (E)</p> <p>Understanding of the national landscape for PE, school sport and physical activity. (E)</p> <p>Understanding of Safeguarding and Protecting children within sport. (E)</p> <p>Able to work using own initiative and work independently with excellent organisational skills and time management. (E)</p> <p>Able to plan, deliver and evaluate Projects/events. (E)</p> <p>Able to meet deadlines and targets as set. (E)</p> <p>Effective communication and presentation skills. For example able to write short articles about projects/events. (E)</p> <p>Able to effectively use Microsoft Office; including Word, Excel, PowerPoint, Publisher. (E)</p> <p>Able to use social media and email to communicate with a variety of audiences. (E)</p> <p>Able to travel between schools and transport equipment/resources. (E)</p> <p>Able to complete risk assessments for activity led. (E)</p> <p>Qualified/able to drive a Minibus. (D)</p> <p>Knowledge (geographically) of the West Norwich & Dereham area. (D)</p>

General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- All work performed/duties undertaken must be carried out in accordance with relevant department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.