

ACTIVE HEREFORDSHIRE AND
WORCESTERSHIRE

RECRUITMENT PACK

**Project Officer - Children and
Young People**



Thank you for your interest in this role. Enclosed within this pack is all of the information required to assist you in your application.

Who we are

We are the strategic lead for sport and physical activity across Herefordshire and Worcestershire. A vibrant, independent organisation, we are committed to improving the lives of people across the two counties through the power of physical activity and sport.

We pride ourselves in being part of a forward thinking, national network of Active Partnerships (43 across England). Our role is to understand, interpret and localise the national sports strategies from DCMS and Sport England (Uniting the Movement) though our primary role, as set out by Sport England.

Our Purpose

Our purpose is to create a healthier Herefordshire and Worcestershire by harnessing the power of physical activity, focussing on those populations that are the least engaged and would most benefit from regular opportunities.

To tackle inequalities, we will focus on priority audiences (those facing inequalities and most likely to be inactive) and places (where the most physically inactive people live, and greatest inequalities exist) across both counties. These are identified through insight and engagement with stakeholders and networks.

We work collaboratively with many stakeholders, including our funder Sport England, local authorities, health and positive activity networks, and partners including voluntary community sector organisations such as sports clubs & primary care networks.

Our Values

Active Herefordshire and Worcestershire (AHW) is committed to being diverse and inclusive, and are working in accordance to our Diversity and Inclusion action plan.

The organisation's values are, Energy, Quality, Teamwork, Respect and Inclusive.



About the Role

The Children and Young People (CYP) Project Officer will play a key role in facilitating the design and delivery of initiatives that aim to increase physical activity levels among children and young people across Herefordshire and Worcestershire. The Project Officer will support initiatives focused on increasing participation and engagement, especially in underrepresented groups.

This role will require the officer to work closely with schools, local authorities and community organisations to co-design and deliver effective and inclusive programmes, coordinating events and ensuring that all activities are monitored and evaluated to showcase their impact.

This is an exciting opportunity to help shape the future health and wellbeing of young people in Herefordshire and Worcestershire, with a strong focus on tackling inactivity and promoting inclusive physical activity.

Why Work for Us?

As well as offering the opportunity to develop your skills in a challenging yet rewarding role, and improving lives through the power of physical activity, sport, and creative activities, we offer:

- Flexible working options - We recognise that our team have commitments beyond their working day. Our flexible working approach offers team members the ability to balance work and home life in a way that suits them, alongside business/collaborative needs
- Generous annual leave policy - 25 days annual leave, plus Bank Holidays, your birthday (or a day within your birthday week) and an extra day at Christmas
- Opportunity to join our healthcare money back scheme through Westfield Health
- A dedication to learning and development, with training and CPD opportunities
- Company pension
- Paid annual parking permit to cover the University of Worcester campus car parks.

Active Herefordshire and Worcestershire is an equal opportunities employer, welcoming applications from people of all backgrounds and ages.



Job information

Post:	Project Officer - Children and Young People
Salary Range:	£22,722.50 to £25,956 p.a.
Hours:	37 hours per week - Working outside core hours may be required, which may include evening and weekend work.
Contract Length:	Fixed term until 31st March 2027 with possible extension subject to external funding.
Responsible to:	Kerrie O'Mahony – Project Manager (CYP)
Location:	University of Worcester, Hines Building, Henwick Grove, Worcester, WR2 6AJ. Hybrid working policy in place dependent on business needs.

Main Purpose of Role:

Active Herefordshire and Worcestershire is seeking an individual to contribute to our ambition of making physical activity opportunities a positive experience for Children and Young People. The role involves working in partnership with stakeholders to enable different initiatives that get young people active, ensuring initiatives align with the goals and objectives outlined in delivery plans and operational strategies, and making sure learning from different projects is documented as part of the evaluation processes.

Key Responsibilities:

Programme Development & Implementation:

- Support the design, development, and delivery of initiatives aimed at improving physical activity levels and engagement among children and young people.
- Collaborate with partner organisations, School Games Organisers, Schools, Local Authorities, Facility Providers and Community Organisations (including sports clubs), to deliver effective projects and initiatives.

Stakeholder Engagement & Relationship Building:

- Liaise regularly with School Games Organisers, Schools (including PE teachers and leadership teams), Local Authorities, Facility Providers and Community Organisations (including sports clubs) schools, clubs and organisations, and other relevant bodies (for example including Sport England, the Youth Sport Trust) to build and maintain strong relationships.



Event Coordination:

- Assist internal colleagues and external partners to deliver events.

Monitoring, Evaluation and Learning:

- Monitor and report on the progress of projects and initiatives, using learnings, data and feedback to evaluate impact and inform future planning.

Advocacy & Communication:

- Develop materials, resources, and communications to highlight the benefits of participation in physical activity programmes.
- Represent the organisation at meetings, forums, and events related to children and young people's physical activity and well-being.

Advocacy and Policy Influence:

- Advocate for programmes, and practices that support equitable access to physical activity at local, regional, and national levels.
- Influence decision-makers by presenting evidence-based arguments for investment in physical activity initiatives targeting underserved communities.
- Stay informed about relevant policy developments and contribute to consultations and discussions that shape the physical activity landscape.

General:

The Project Officer – Children and Young People (CYP) will be expected to:

- Travel outside the county to attend development training and co-ordination days, where required
- Promote and maintain Active Herefordshire and Worcestershire's Equal Opportunities Policy
- Attend other meetings as may be required by the post
- Undertake other duties commensurate with the post as determined by the Chief Executive / Director of Physical Activity and Wellbeing / Chair of the Board.

The above is a description of the job as it is at present constituted and is therefore subject to review and updating from time to time. It is Active Herefordshire and Worcestershire's policy to consult the employee and to aim to reach agreement on amendments but nevertheless the right to make any reasonable changes is reserved.

If you think you might have most of the essential aspects within the person specification but are not 100% sure, please do still apply and let us decide. We know that certain groups rule themselves out of opportunities assuming others will be more successful, but please don't be that person.

We want applications from the widest cross-section of the community.



Equality Statement:

Active Herefordshire and Worcestershire is committed to being an equal opportunities employer and welcomes applications from all members of the community.

Privacy Statement:

AHW takes your privacy very seriously. More information on how we collect, manage, process, and store your data can be found in our privacy policy at: <https://www.activehw.co.uk/privacy-policy>.

PERSON SPECIFICATION

Attributes	Essential	Desirable	How identified
Education, qualifications and training	A current enhanced DBS check or willingness to undertake one.	Degree or relevant qualification in sports development, physical education, youth work, or related fields (or equivalent experience). Confident using Microsoft Office applications.	Application form and interview
Experience and knowledge	Good IT skills, including the use of Microsoft Office.	Knowledge of Active Partnerships and their role in facilitating positive experiences for children and young people. Project management experience.	Application form and interview



PERSON SPECIFICATION for Project Officer - Children and Young People

Attributes	Essential	Desirable	How identified
<p>Personal skills</p>	<p>Team player, an ability to work collaboratively with colleagues and external organisations.</p> <p>Good communication and interpersonal skills.</p> <p>Good organisational skills, with the ability to manage multiple tasks and meet deadlines.</p>	<p>Confident in their ability to engage with a range of stakeholders, partners and organisations.</p> <p>An understanding of the benefits of physical activity to improve people's lives.</p>	<p>Application form and interview</p>
<p>Physical Appearance</p>	<p>Smart casual office wear.</p>		<p>Interview</p>
<p>Commitment</p>	<p>Committed to continuing professional development.</p> <p>A willingness to work unsociable hours.</p>	<p>Access to a car or similar vehicle.</p> <p>Driving Licence with business insurance.</p> <p>Passion to improve children and young people's lives through physical activity.</p>	<p>Application form and interview</p>



TO APPLY:

Apply online via application form. Download the application form from: www.activehw.co.uk/jobs

CVs will be accepted alongside a cover letter that addresses job requirements.

Closing date:

23:59 on Sunday 27th October 2024

Interviews will take place on:

Wednesday 13th November 2024

To discuss the post please contact:

Kerrie O'Mahony – Project Manager (Children and Young People) on 07766 611946, or email k.omahony@worc.ac.uk.

