



## Sports Officer Job Description & Particulars

### Overview

<b>Contract type:</b>	Full time – 1 year probation
<b>Reports to:</b>	Chief Operating Officer & Operations Manager
<b>Location:</b>	The PFC Trust Office
<b>Working arrangements:</b>	Flexible working hours available with some expected evening and weekend working required to meet the needs of the role.
<b>Salary:</b>	Up to £30,000 – to be agreed upon successful application

**This is an exciting opportunity to use your expertise to really shape an impactful role in the Hartlepool Sports landscape. Broadly speaking the charity exists to support local people and we do this in a wide range of ways, with many local and regional partners. From events, to networking, training courses and funding - we are not your typical employer!**

**We therefore have a range of potential roles available, depending upon your skill set.**

Working closely with the Hartlepool Sport lead, the sports officer will:

- Manage, coordinate, and deliver a range of activities which meet the needs of the business.
- Identify and secure additional funding.
- Work closely with external partners such as community sports clubs, voluntary sector organisations and statutory services.
- Monitor & report key performance indicators (KPIs) and outcomes.
- Contribute to a wider delivery team – providing high-quality physical and other meaningful activities.
- Promote best practice and inspire Hartlepool's sporting community.

### Who we are

After a comprehensive scoping study, Hartlepool Sport CIC was established in 2020. Hartlepool Sport is the sporting arm of The PFC Trust, a regional charity that was set-up with a broad mission of 'helping local people'.

'Sport, Health and Movement' is a major element of the Trust's focus. We work with a range of clubs and providers to support the preventative agenda for health and wellbeing and have the aim of creating a self-sustaining sports arm.

Hartlepool Sport aims to create a network of clubs, offering support, sharing best practice and key research and will support these networks to continue to do more of what they do best, and help them become an integral part of supporting the wider aims of helping people have a healthy and active lifestyle.





This is an exciting and unique opportunity to be involved with a growing and passionate team as an extension of a fantastic local CIO. In this role you will use sport as a vehicle to influence and support positive change in the lives and behaviours of under-represented or vulnerable groups within Hartlepool. Including people with disabilities, or special educational needs. You will be expected to impact our community to help the town create a more inclusive and supportive sporting environment for all.

Hartlepool Sport are committed to safeguarding, welfare and inclusion and all trustees, board members and employees have a responsibility to share this commitment. Alongside the PFC Trust we are committed to ensure that Hartlepool Sport offers a safe working environment where employees feel safe, are provided with equal and diverse opportunities, and feel included in the vision to support the CIC to execute its vision.

## **1. Job Purpose**

The purpose of appointing a sports officer will be to support the delivery model of Hartlepool Sport Community Interest Company (CIC). With a vision for the CIC to increase collaboration across clubs and providers, increase trading income and expand into a delivery model which can support the Hartlepool Community.

## **2. The role**

The role of the sports officer will be to:

- Develop and manage the sporting needs of Hartlepool town. Identifying gaps within the town's current delivery model for sport and providing specific delivery to meet the needs of the town, and plug the gaps were possible.
- Work to policies and procedures, including confidentiality and GDPR, safeguarding, information governance and health and safety.
- Create a bespoke business plan for each area of direct delivery and demonstrate impact of performance through regular mapping and performance reviews.
- Regularly engage and consult with a multi-agency network (external partners, governing bodies and clubs) to demonstrate a collaborative working method that supports the needs of Hartlepool and its community. Working in collaboration across a number of systems to ensure that the model provides what is best for Hartlepool town.
- Manage and maintain an accurate administration of delivery and meet performance expectations or KPIs set with reference to Hartlepool Sport's strategic aims (supported by Hartlepool Sport Lead).
- The person would need to manage their own flexible working hours to fulfil the needs of the role (37.5 hours per week). Working will involve weekend and evening working to meet the needs of Hartlepool Sport.
- Demonstrate a good foundation of town knowledge or will have the skills to be able to expand their current town knowledge.
- Demonstrate excellent interpersonal skills in a variety of forums.



- The person will have key performance indicators set by the Hartlepool Sport Board and will work closely with the Hartlepool Sport lead to support with delivery and execution of KPIs.
- Work with external partners and clubs to support a coordinated approach to change the sporting offer within Hartlepool town.
- Work closely with the Hartlepool Sport lead to document impact, track performance and showcase data analysis.
- Be present and contribute to a number of collaborative working forums offering advice and guidance and sharing best practice across all forums.

### **3. Requirements for the role**

- Experience of engaging with a range of audiences within a community-based setting.
- The person must have the ability to form strong and appropriate relationships, demonstrating excellent communication skills.
- Planning and organisational skills are essential to support high quality interventions and activities.
- Experience of planning and delivering sport and/or physical activity in a range of community environments with the ability to adapt sessions to meet the needs of the participants, groups or individuals.
- A strong understanding of the social inclusion issues which the people of Hartlepool face, with a desire to make a difference to those lives.
- An excellent understanding of safeguarding including principles, procedures and thresholds. An enhanced DBS check will need to be completed.
- An understanding of how to measure impact and work effectively toward KPIs and outcomes.
- Experience of working in the voluntary, community, education, and sports sector.
- Excellent verbal and written communication skills and an ability to adapt communication methods to best engage within a variety of settings.

#### **Essential**

- Knowledge and understanding of working with high-need beneficiaries and communities in Hartlepool.
- Knowledge of local delivery partners, locations and facilities who can support the development of the Hartlepool Sport CIC
- A valid driving license, with access to own transport, including business insurance.
- A professional attitude and positive work ethic to meet the ever-changing needs of the business and the delivery model of Hartlepool Sport.
- Strong administrative, organisational and IT skills.
- Ability to work collaboratively with partners and as part of a team. With a willingness to provide updates and report to managing partner the PFC Trust.
- Eligibility to work in the UK.

**Desirable**

- UK sports coaching qualifications
- Emergency first aid and safeguarding training
- Knowledge of the physical activity sector

**Salary**

Annual salary up to £30,000

**Pension**

The PFC Trust will contribute 3% of salary as per statutory obligation.

**Capacity for independent travel**

The post-holder will be expected to travel extensively throughout Hartlepool & further afield as necessary. Travel expenses will be reimbursed.

**Training requirements**

The post-holder will be expected to attend professional development training as necessary.