**Do you possess high levels of enthusiasm?**

**Are you well organised?**

**Do you have an interest in sport and/or physical activity?**

**About the role**

We are looking for a diligent and versatile individual to fulfil a varied role in a small team that is dedicated to reducing levels of inactivity in Tyne & Wear.

This post within Tyne & Wear Sport will primarily be responsible for supporting the team to successfully deliver a range of projects and programmes designed to reduce physical inactivity generally, and especially within under-represented groups where participation in sport / levels of physical activity is particularly low.

A key part of your role will include the responsibility for organising and promoting these activities and the work of Tyne & Wear Sport in general, as well as that of our key partners.

You will be committed to providing high levels of customer service, as the nature of our work involves working closely with a wide range of partner organisations, and to working with and supporting a team of staff committed to increasing participation.

You will have some experience of successfully organising and delivering project or programme specific work, along with excellent communication and inter-personal skills, and high levels of enthusiasm. Ideally, you will also have a good knowledge of the sport and/or health sectors and the principles of good written and verbal communication.

**About Us**

Tyne & Wear Sport is a charity dedicated to and passionate about getting more people more active through sport and physical activity, particularly those that are currently inactive. We work with a wide range of partners to deliver a variety of services to increase the quantity and improve the quality of opportunities for everyone in our community to take part in sport/physical activity either as a participant, coach or volunteer.

The job description, person specification and application form can be downloaded from our website [www.tynewearsport.org/vacancies](http://www.tynewearsport.org/vacancies). Please note, CVs will **not** be accepted.

**Closing date: 12 noon, Monday 10 September 2018**

On completion of the application form, please send it to info@tynewearsport.org, or via post to Tyne & Wear Sport, 3rd Floor, Parsons House, Parsons Road, Washington, Tyne & Wear, NE37 1EZ.

For an informal discussion about this post please contact:

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