|  |  |
| --- | --- |
| **Job Title** | Project Officer |
| **Organisation** | Tyne & Wear Sport (TWS) |
| **Salary** | £19,293 |
| **Responsible to** | Assistant Director – Insight & Communications |
| **Staff Responsible for** | NA |

|  |
| --- |
| **Purpose** |
| To support the charity’s work to reduce physical inactivity generally and especially within those sectors of the community such as women & girls, disabled people and lower socio-economic groups where participation in sport / levels of physical activity are particularly low. To help ensure that the charity’s work is inclusive and that opportunities are available throughout Tyne & Wear for everyone to take part in sport and physical activity. To co-ordinate and support the planning and delivery of projects, programmes, events and activities designed to encourage and enable more people to participate in sport and physical activity on a more regular basis.  This is an operational role with the post holder providing high levels of customer service as the nature of work involves working closely with the TWS team and a wide range of partners. |
| **Key Tasks & Responsibilities** |
| * Work alongside and support the Assistant Director (Insight & Communications) to help achieve the organisation’s objectives. * Support the planning, delivery and co-ordination of projects and programmes designed to reduce levels of inactivity and get more people participating in sport / physical activity across Tyne & Wear. * Support the Assistant Director (Insight & Communications) and other staff to provide communications with partners and stakeholders via various channels such as social media, website and newsletters. * Liaise closely with TWS’s delivery partners and other relevant organisations (e.g. workplaces, schools, local authorities, charities and community organisations) to make them aware of TWS’s services and support them to increase levels of physical activity / sport participation across the sub-region. * Contribute to the planning, organisation and delivery of events and activities led by TWS. * Liaise with appropriate personnel from relevant organisations to ensure the effective promotion of sport and physical activity opportunities. * Contribute to the gathering, analysis and reporting of data from primary and secondary sources to provide insight to colleagues and partner organisations. * Assist with the monitoring and evaluation of TWS’s work and that of our partners and stakeholders * Conduct all responsibilities according to the charity’s policies and procedures and adhere to its core values. * Any other duties as required, commensurate with the grade and remuneration of the post. |
| **Practical Requirements** |
| The post holder must:   * be values driven and display the utmost integrity and transparency * Be versatile and adaptable to fit this varied role * work with high energy and be motivated to succeed * be a leading advocate for the benefits that physical activity and sport can play in developing communities and individuals * ensure compliance with TWS’s internal procedures and all legal requirements. |