

## About Us

We are a sport consultancy and education and training provider and have been working in the sector since 2002. We have two companies – Sport Structures Limited and Sport Structures Community Interest Company (CIC). Both companies work together to provide an excellent service and the remit of the CIC is to re-invest back into sport. We pride ourselves on being a company with a social conscience. Our vision is to:

*Transform sport and physical activity through empowering and inspiring people.*

We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. These include apprentices, volunteers, coaches and the professional workforce. We have a number of [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

*Provide solutions that add value and drive positive change, reflecting the diverse needs of sport and physical activity.*

We hold our values very highly in reflecting how we operate:

- ***Passion***
- ***Integrity***
- ***Excellence***
- ***Togetherness***

## Job Summary

We are seeking a self-motivated, personable and enthusiastic individual to work as part of a team to maintain the successful delivery of our apprenticeship programmes. The role will involve working with our apprenticeship employers, learners and workforce.

The successful applicant will be able to develop relationships and communicate effectively with colleagues, customers and partners. The ability to multi-task, problem solve and deal with conflicting priorities is essential. We are looking for an individual that has good attention to detail and can use their initiative.

<b>Job title:</b>	Apprenticeship Project Officer
<b>Position type:</b>	Permanent
<b>Salary:</b>	£24,000 per annum
<b>Hours of working:</b>	Full-time (37.5 hours per week)  We have a flexible approach to working, balanced with business need.
<b>Persons responsible to:</b>	Apprenticeship Programme Manager
<b>Location:</b>	Hybrid working – the post holder will be required to work from the Sport Structures office in Edgbaston, Birmingham for 2 days per week.
<b>Benefits:</b>	The successful applicant will have access to continual professional development opportunities provided by Sport Structures.
<b>Special conditions</b>	Home-working and some out-of-office-hours working at weekends and evenings.  Attendance at meetings/events may be required outside of normal office hours.  Casual car user allowance for business travel only.
<b>Job closing date:</b>	5pm Friday 18 <sup>th</sup> July 2025
<b>Interview date:</b>	Friday 25 <sup>th</sup> July 2025

#### **Duties and Responsibilities:**

1. Operations: To effectively coordinate the successful running of all apprenticeship programmes for the whole apprenticeship journey from initial contact through to completion.
2. Relationship development: To confidently communicate with all stakeholders, including employers, learners, tutors and external partners, to build and maintain high quality relationships.
3. Workforce coordination: To support in the coordination, compliance, and communication with tutors and associates that deliver our apprenticeship programmes.
4. Quality assurance coordination: To support all quality assurance activities and contribute to ongoing development of all elements of the programmes.

5. Processes and procedures: To ensure all process and procedures are updated on a regular basis and to create new processes where required.
6. Apprenticeship administration: To effectively complete administration tasks, for example learner registrations and database management, as required for the apprenticeship programmes.
7. Compliance: To support in the compliance of all elements of the apprenticeship programme as required by the funding rules.
8. Curriculum: To support in ensuring curriculum is organised, updated and communicated to all workforce delivering it.
9. Event support: To support the organisation of meetings, virtual, face to face and other service-related events to support delivery.
10. Marketing: To support the marketing team in developing and capturing high quality marketing collateral to support campaigns and promotions.
11. Cross-company project work: To support the coordination of projects and programmes outside of apprenticeships, including but not limited to the coordination of multi-skills programmes and advanced learner loans.
12. Training and development: To undertake appropriate training and development opportunities
13. Equality and diversity: To promote equality, diversity and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
14. Health and safety: To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
15. Other duties: To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holders salary, grade, abilities and aptitude.

## Person Specification

Our company is underpinned by highly motivated people who share enthusiasm for their work. We recruit individuals whose honesty, integrity, initiative, and creative approach to problem solving shines through. An inspiration to your colleagues, you'll have passion and a commitment to getting things done while always placing the 'customer' at the center of everything you do. Above all you must demonstrate the following qualities, skills and experience:

	Qualifications and Experience	Essential (E) Desirable (D)	Assessment method
1.	To be educated at degree standard (BSc / BA / Bed), preferably in a sports related subject	D	AP/I
2.	Experience in communicating effectively with people from a variety of backgrounds	E	AP/I
3.	Experience in developing working partnerships with other professional organisations and / or the voluntary sector	E	AP
4.	Experience in project coordination processes, demonstrating attention to detail	E	AP/I
5.	Experience of working independently and as part of a team	E	AP/I
6.	Experience and excellent working knowledge of Microsoft Office packages	E	AP/I
<b>Skills &amp; Abilities</b>			
7.	Ability to work effectively under pressure, working to deadlines, and prioritising effectively	E	AP/I
8.	Ability to communicate effectively with a wide range of people and build relationships	E	AP/I
9.	Ability to work methodically and independently with excellent attention to detail	E	AP/I
10.	Excellent presentation skills with the ability to write and speak in plain English	E	AP/I
11.	Ability to work in a confidential manner	E	AP/I
12.	Strong interpersonal skills and an ability to identify solutions and use initiative	E	AP/I
13.	Ability to work as part of a team and a willingness to make an effective contribution to the work of the team	E	AP/I
<b>Knowledge &amp; Understanding</b>			
14.	Understanding of sports development and the UK sporting landscape	D	AP/I

15.	An understanding of apprenticeships	D	AP/I
16.	Knowledge of project coordination / management techniques	E	AP/I
	<b>Personal Attributes</b>		
17.	Flexible approach to working (available during the day, evenings, weekends, etc.)	E	AP/I
18.	Has a can-do attitude with a high level of personal motivation and pride in their work	E	AP/I/R
19.	Willing to travel, holds a full driving license and access to own transport	D	AP/I/R
20.	Has a commitment to continual professional development and a willingness to keep up to date with industry developments.	E	AP/I
21.	Has a suitable Disclosure and Barring Service Check	D	R
<b>Key</b>	<b>AP – Application process, I – Interview, T – Test, R – Reference</b>		

The interview panel will determine the priorities of the elements of the person specification. We are committed to a policy of equal opportunity for all. Our aim is to have a diverse workforce and welcome applicants from all suitably qualified individuals. To request a copy of our Equality and Diversity Policy, please contact us.

There is an expectation for the applicant to have a clean Disclosure and Barring Service (DBS) certificate. The applicant will also have responsibility for safeguarding the welfare of children and adults.

Please apply for the role, please submit:

- A job application form which can be found via our website <https://www.sportstructures.com/about-us/join-our-team/>
- A CV outlining your work experience, skills and training.
- A covering letter to describe how your skills, knowledge and experience meet the requirements of the position.

Applications **without** the above documents, will **not** be considered.

Applications should be submitted to: [HR@sportstructures.com](mailto:HR@sportstructures.com)

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