

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 deliver multiple sports development projects, working with a variety of organisations such as Active Partnerships (APs) and National Governing Bodies (NGBs). The role will involve working on specific consultancy projects which may include; change management, strategy development, governance, insight and impact, club development, people and organisational development, and equality, diversity and inclusion (including embedding culture change).

The successful applicant is required to have a sport development background and be able to communicate effectively to customers and partners. The ability to multi-task and deal with conflicting priorities is essential. We are looking for an individual that has good attention to detail and can use their initiative.

Job title:	Sport Project Officer (Consultancy)
Position type:	Permanent
Salary:	£18,575-£22,000 per annum (depending on qualifications and experience) pro rata, per annum.
Hours of working:	Full-time (37.5 hours per week). We have a flexible approach to working, balanced with business need.
Persons responsible to:	People Development Manager
Location:	Hybrid working. The post holder will be required to work from the Sport Structures office in Edgbaston, Birmingham for a minimum of 1 day per week.
Benefits:	The successful applicant will have access to continual professional development opportunities provided by Sport Structures.
Special conditions	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.
Job closing date:	Friday 16 th September
Interview date:	Wednesday 28 th September

Duties and Responsibilities:

1. Project delivery: To deliver on specific sport development projects as per the needs of the business, effectively contributing and coordinating where required and working autonomously where needed
2. Embedded service: To work as an 'embedded' member of staff within NGBs / APs, other sports/organisations to support specific sport development projects
3. Project development: To develop specific development projects to further the business of the company in conjunction with other members of the team
4. Facilitation: To contribute to the design and delivery of inter-active facilitative training and

learning sessions with partners and customers through a consultative approach. This may be as part of 'projects' or stand-alone training sessions

5. Communication: To communicate effectively internally with colleagues and externally with partners and customers
6. Relationship management: To be proactive and work with colleagues to build, develop and maintain partner relationships and maintain database / CRM systems regularly
7. Processes and procedures: To ensure all process and procedures are up-to-date for each specific project and are regularly reviewed. Also, there is a need to be responsible for developing and creating new documentation, where required.
8. Finance: To work with managers to reconcile small budgets, ensuring they are planned, cost effective and meet the needs of the partners
9. Internal reporting and insight: To develop draft reports which meet partner requirements and support with generating sector insight to inform our consultancy offer.
10. External reporting: To draft interim and final reports to provide analytical and insightful recommendations to partners and in conjunction with our Marketing team, developing case studies and celebrating successful projects
11. Tender process: To support and prepare tender documents and presentations where required
12. Event support: To support the organisation of meetings, virtual, face to face and other service-related events to support delivery.
13. Training and development: To undertake appropriate training and development opportunities
14. 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.
15. 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.
16. 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 sport development or sports related subject	E	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
Skills & Abilities			
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	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 inter-personal 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
Knowledge & Understanding			
14.	Understanding of sports development and the UK sporting landscape	E	AP/I

15.	An understanding of the factors affecting volunteers / sports clubs / sports initiatives	E	AP/I
16.	A practical understanding of the factors that impact on sports participation, including addressing inequalities	E	AP/I
17.	Knowledge of project coordination / management techniques	E	AP/I
18.	A willingness to keep abreast of industry developments and make a contribution to the implementation of change where required	E	AP/I
Personal Attributes			
19.	Flexible approach to working (available during the day, evenings, weekends, etc)	E	AP/I
20.	Is motivated to achieve targets	E	AP/I
21.	Has a can-do attitude with a high level of personal motivation and pride in their work	E	AP/I/R
22.	Willing to travel, holds a full driving license and access to own transport	E	AP/I/R
23.	Has a commitment to continual professional development	E	AP/I
24.	Has a suitable Disclosure and Barring Service Check	E	R
Key	AP – Application process, I – Interview, T – Test, R – Reference		

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, training and identify a minimum of 2 referees.
- 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: Emma.griffiths@sportstructures.com

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