

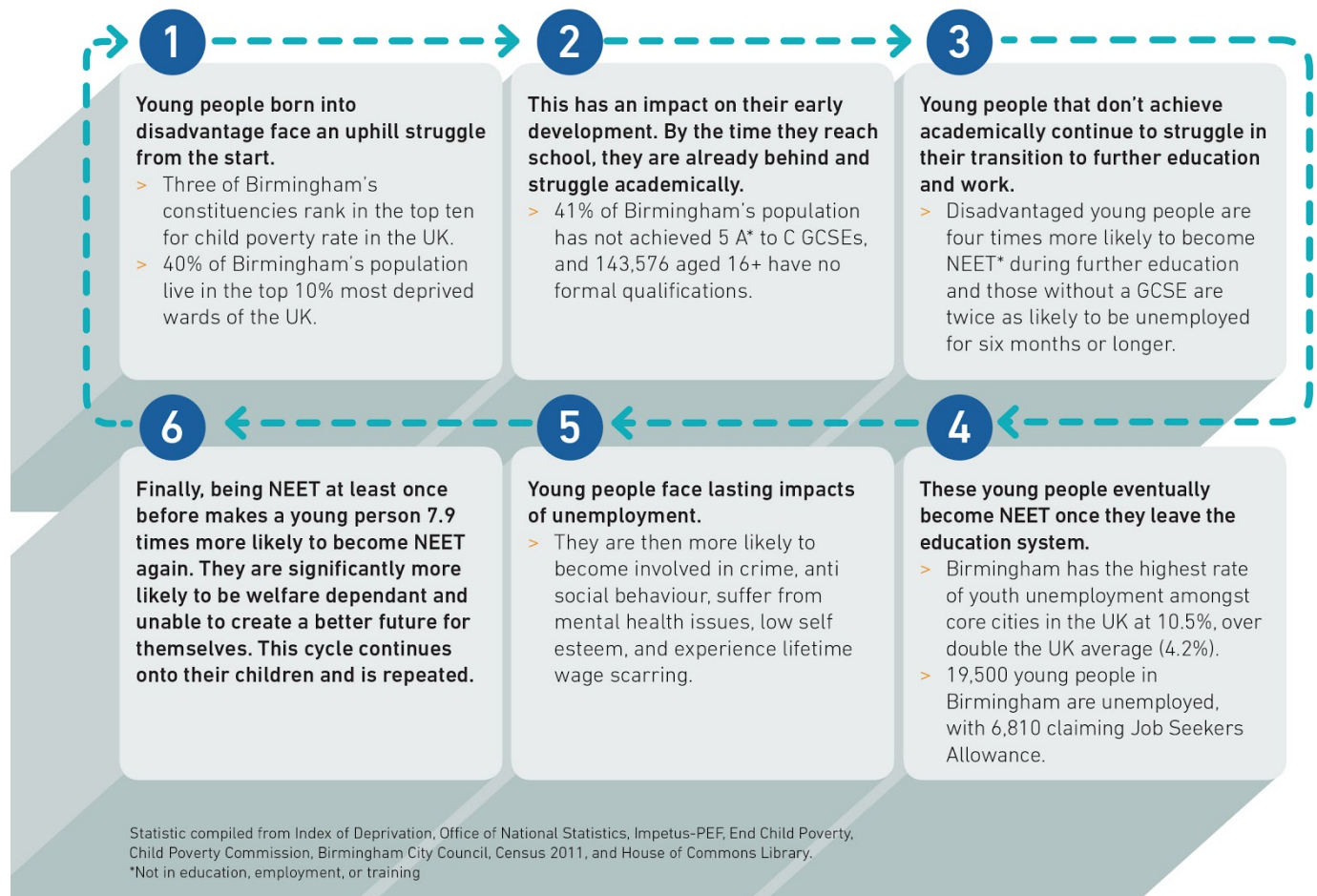
Project Manager (reference: 042) - Job Pack

About Sport 4 Life UK

Why We Exist

Sport 4 Life UK believes in a level playing field where every young person has the opportunity to create a better future for themselves.

The cyclical issue of the need we address is shown below:



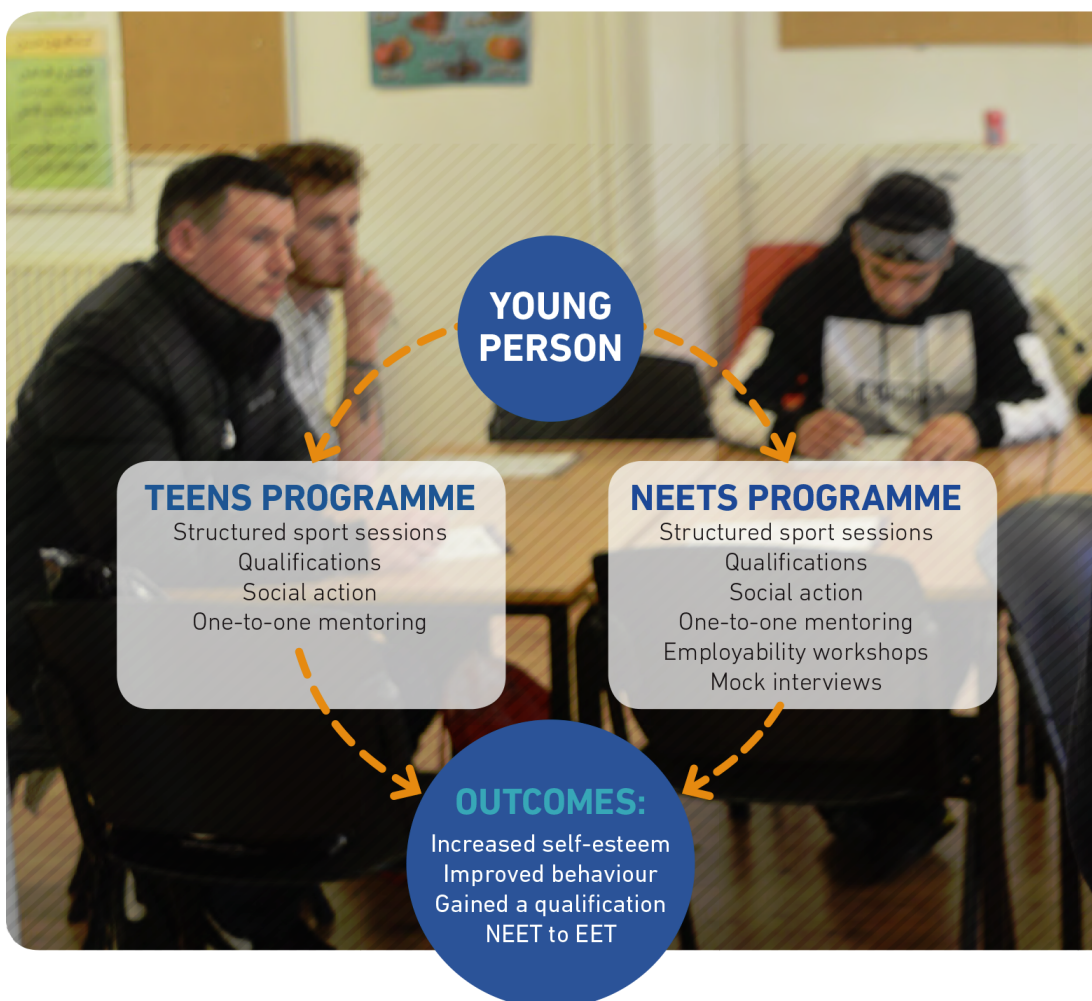
What We Do

Sport 4 Life UK are proud to create a better future for young people (aged 12 to 25) by improving their employability and key life skills, through our sports-themed personal development programmes.

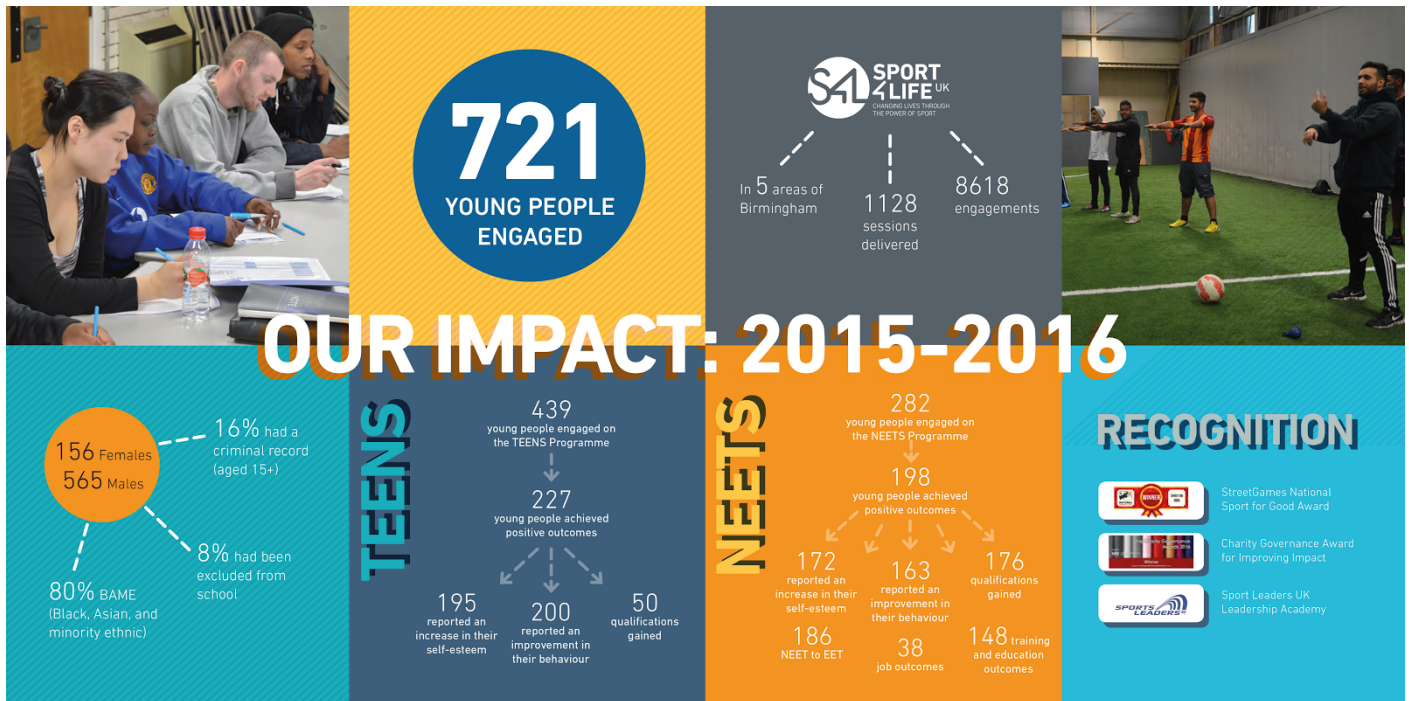
We deliver two core programmes:

TEENS: A personal development programme for socially excluded 12 to 16 year olds. This initiative is designed to prevent young people becoming NEET in the future. It is a proactive and strategic intervention, tackling the issue of youth unemployment at source, by developing their life skills such as confidence, communication, leadership and respect.

NEETS: An employability and personal development programme for 16 to 25 year olds who are NEET. This initiative focuses on developing young people's employability and key life skills. It provides them with support to move into sustained education, employment, or training.



Our Impact



You can see a full copy of our Impact Report 2015/16 here:

<http://sport4life.org.uk/wp-content/uploads/2017/02/S4L-Impact-Report-2015-2016.pdf>

Working with Us

Sport 4 Life UK (S4L) is a great organisation to work for. We are a progressive, dynamic and forward thinking organisation with a very clear and ambitious strategy for our future. Belief and trust in our team is one of our central values (see below), and we strive to create a positive, progressive and transparent team culture. We implement a structured performance-related reward policy, and are proud to have a very high retention rate.

At our last annual staff satisfaction survey, all employees rated us the following (out of 5):

- Opportunity to develop and progress - **4.27**
- Positive atmosphere and culture - **4.36**
- Proud to work at Sport 4 Life UK - **4.72**



Job Description

Key Details

Post Title	Project Manager
Reference	042
Reports To	Operations Executive
Salary	£30,000 pro rata (part-time)
Hours	22.5 hours over 3 days*
Contract Length	6-months maternity cover*
Start Date	01/07/2017
Location	Sport 4 Life UK HQ
Application Deadline	19/05/2017, midnight
Interviews	24 - 26/05/2017

*Subject to increase

Job Purpose

The Project Manager role is a senior position within S4L, covering for our existing Project Manager whilst she is on maternity leave. Working at a programme management level, the successful candidate will provide a vital role in ensuring operational delivery is standardised and of high quality. The role also includes strategic input, developing existing - and sourcing new - operational partnerships for both outreach / referral and progression. This is a target-drive role, working against clear personal objectives, as well as against the Operational Plan KPIs. The Project Manager must be performance driven, have tangible Project Management experience and qualifications, and fit S4L's values.

Main Duties and Responsibilities

(Please note, this job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.)

-Project Management:

- Line management - line manage specific members of the delivery team. Motivate, support and inspire subordinates. Implement S4L's HR policies and processes - including our performance management process, regular meetings, and 'HRO' online system.

- Outreach - oversee the successful recruitment of NEET young people to all programmes, ensure targets are met, working closely with the 'Outreach Coordinator' to develop new ways to recruit.
- Quality assurance - oversee the planning and delivery of NEET programmes, working towards and against programmes targets / KPIs, mapping out delivery for all Project Coordinators, ensuring case management is being completed (including all related M&E), to be the point of contact during delivery, and liaising with funders / partners / stakeholder for visits.
- Budgetary - manage all Project Coordinators' budgets, feeding into overall book-keeping system.
- M&E - oversee the completion of all M&E paperwork, working closely with the Research Insight & Impact Manager to ensure all M&E is completed to a high standard, and working against S4L's 'M&E Booklet'.
- YEI - lead on S4L's involvement with, and progress against, the new YEI contract (through Pioneer Group)

-Programme Development:

- Outreach and referral partnerships - maintain existing, and develop new, outreach and referral partnerships across the city. Liaise with existing partners, 'sell' approach to potential new partners, maintain referral pathway and process, and ensure all relevant M&E is completed in relation to outreach.
- Progression partnerships - work closely with the Business Development Manager, maintain existing, and develop new, progression partnerships across the city. Liaise with existing partners, 'sell' progression routes into their line of work, and ensure all relevant M&E is completed in relation to progression.
- Standardisation - ensure all programmes are standardised and delivered against S4L's 'frameworks', support the Operations Coordinator with the 'Quality Assurance Checklists and Visits' process, regularly develop and review existing syllabuses and accreditations, and ensure quality delivery throughout the year in all areas.
- Staffing re-structure - work with the Operations Executive to implement future staffing structure changes, in line with the Business Strategy HR planning - including the new 'Outreach Coordinator' position and role, reducing area dependence and silos, and executing the new 'city-wide' roles and delivery.

-Volunteer Management:

- Progression routes - implement an internal system for Project Coordinators to recruit from their programmes to the S4L 'Volunteer Programme', attend courses to 'sell' to NEET young people, completing full inductions with new volunteers, managing the data collection and M&E of all volunteers, overseeing volunteer engagement in the 'social action' sessions, and source and secure volunteer funding.
- Youth-led committee - ensure that all programmes are recruiting young people to take part in our youth-led committee, organising committee events.

- Work placements - organise 1-2 week work placements (YEI) for all NEET programmes, working with the Business Development Manager to develop relationships with businesses and corporates willing to take on NEET young people for work experience.
- Corporate engagement - work with the Business Development Manager to coordinate mock interviews (part of NEET programme) with corporate partners, and with the Fundraising Officer to organise corporate volunteer days if/when required.

-Strategic / Leadership:

- Contribution and input to the Senior Management Team and related meetings .

-Administration / Other:

- Responsibility for completing all necessary internal and external paperwork requirements.
- Support planning and delivery of events, for partners, funders, employers and participants.

-General:

- Responsibility and diligence around issues and/or incidents.
- Identifying and dealing with any safeguarding or children protection, diversity or health and safety issues.
- Compliance with S4L's policies and procedures.
- To promote equal opportunities at all times in line with organisation's Equal Opportunities policy.
- A flexible working approach, as there will, at times, be a requirement to work outside of the normal working week (e.g. for events, project visits etc.).

Scope of Authority

- Accountable to their Line Manager (Operations Executive)
- Line Management responsibility (of specified delivery staff members)
- Budgetary responsibility
- Member of 'Delivery Committee' and 'Quality Assurance & Standardisation Committee'

Person Specification

Personal Characteristics

The Project Manager is a dynamic, personable and progressive individual, who works well in a growing, changing and targeted environment, whilst upholding the Values (see below) of S4L. They will be confident and professional, with the ability to motivate and inspire people. The Project Manager is a good communicator at all levels, a good listener, and can work effectively both internally (colleagues, subordinates) and externally (funders, partners, stakeholders).

Values

Everyone we employ is recruited based on our set of values. These are:

1. All that we do is focused on **changing** the **lives** of young people

We are committed to empowering and inspiring young people to unlock their true potential through our sports-themed personal development programmes. We embrace diversity, offer unconditional support, and provide tangible opportunities for them to make a positive change in their lives.

2. We believe and **trust** in our team

Our staff are proud to work for S4L and be part of its family. We are loyal and honest with each other and our young people. We employ the best possible people and enable them to flourish so we can collaboratively achieve our mission and celebrate our success.

3. **Quality** runs through the core of the organisation

Our youth-led, bottom-up approach ensured the standard of our service and programmes are of the highest calibre and successfully address the needs of our young people. We have invested heavily in our ability to evidence our impact effectively to partners and stakeholders. We are professional, and have strong governance, structures, policies and processes in place.

4. We do not stand still - we're a **progressive** organisation

We are a forward-thinking, dynamic organisation which operates both proactively and responsively. We push through and break down barriers so we can always go above and beyond for our young people.

Experience

Essential:

- Tangible project management and programme development experience
- Experience in line management
- Experience of data inputting, self-administration and M&E processes

Desirable:

- Experience in the third sector
- Experience of working with young people
- Experience of working in an environment where safeguarding and child protection is of high importance
- Experience of working in an employment / training environment

Skills and Abilities

Essential:

- The ability to organise and to be self-motivated with effective time-management skills
- The ability to network effectively and build new partnerships and relationships
- The ability to lead, inspire and motivate others
- The ability to communicate effectively, both orally and in writing, to a range of audiences
- Problem solving skills, and the ability to use initiative in finding solutions
- Excellent literacy and numeracy skills
- A willingness to undertake continuous personal development

Qualifications

Essential:

- Undergraduate degree or equivalent
- Grade A-C GCSE English and Maths

Desirable:

- PRINCE2, CMI, or ILM Project Management (or equivalent) qualification Level 4+
- Full and current driving licence

How To Apply

To apply for this position you will need to send ALL 4 documents listed below to jobs@sport4life.org.uk:

1. Your CV
2. Your cover letter stating why you believe you are the right person for the job and how you meet the job and person specification
3. The 'Equal Opportunities Monitoring Form' (EO) can be found here - <http://sport4life.org.uk/pm/>
4. The 'Application for Employment Form' (AP1) can be found here - <http://sport4life.org.uk/pm/>

Please state in your application how you found out about the position.