

**JOB TITLE:** Disability Project Officer

**DEPARTMENT:** City in the Community Foundation

**REPORTS TO:** Sport Manager

**LOCATION:** City@Home

**DATE:** March 2017

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### **Job purpose**

To lead the coordination of all themes involved in City in the Community's 'One City' disability project. To include; compilation and completion of all monitoring and evaluation data relevant to the project's key themes, coordination of curriculum based delivery and liaison with school partners, management of programme budgets, completion of all relevant reporting requirements, identifying areas for project growth and development alongside the rest of the programme team, practical delivery where required, adherence to project safeguarding guidelines

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### **Key responsibilities**

Main responsibilities of the role include:

- Lead on marketing timelines for recruiting partner schools and organisations to the programme
- Coordinate and implement a monitoring and evaluation process for each themed area involved in the 'One City' programme, including curricular, extra-curricular and awareness training
- Coordinate the delivery of a range of programme of games/festivals/competition for each relevant theme of the programme adhering to programme targets and working in close liaison with the Lead Delivery Coach
- Working with Project team, and in particular the Lead Delivery Coach, action quality assurance procedures for each partner school and extra-curricular opportunity, offering support and guidance to the project delivery team where appropriate
- Use relevant IT based management systems to record relevant administration, to include (but not exclusively) technical programmes, coaching sessions, QA forms, registration data, course information and any other relevant programme data where appropriate
- Oversee, report and then resolve any issues with Theme Manager and wider programme team
- Complete all internal monthly quality assurance reporting, Funding Partner and NGB's reports in a timely manner with comprehensive information and adherence to imposed deadlines
- Develop a programme of youth voice activities to compliment programme delivery and develop quality with opinions of young people at the centre of development
- Attend training to develop relevant knowledge and skills and be confident to share CPD opportunities with the wider CITC delivery and management team
- To liaise with a lead on relevant partnerships with external agencies and stakeholders to identify additional opportunities to further develop the programme
- To be fully accountable for the quality assurance of all aspects of delivery

- To represent CITC, when required, at internal and external meetings as well as across themes and on any relevant trip, tours and residential opportunities.
- Adhere to all safeguarding policies outlined by City Football Group and CITC

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### **General responsibilities**

- Compliance with Club policies
- Compliance with data protection guidelines
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

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### **Key relationships**

Key relationships include:

- All CITC staff
- Theme Manager – CITC
- Relevant partners and project stakeholders
- Premier League Community Fund

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### **Scope of job**

To be responsible for the management of all key elements of CITC's 'One City' Disability programme and implement a quality programme across the project's 3 key themes. The successful candidate will be expected to establish strong links between CITC and specialist schools, partners and key stakeholders and manage those relationships to ensure completion of all project targets.

The role will also require working closely with specialist disability organisations and key partners including the Premier League.

The successful candidate will be expected to be fully accountable for all aspects of the quality and standards of the programme and lead on all aspects of management and quality assurance as required both internally and externally.

The project will be expected to be delivered across a range of sites in Greater Manchester, with evening, school holiday and occasional weekend provision necessary which the post holder will be expected to comply with when required.

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### **Person Specification**

#### **Knowledge**

- Essential
  - Relevant experience of managing community activity for a range of service users
  - Relevant experience and a proven track record of managing successful community development programmes
  - Experience of working in and liaising with schools, external partners and regional/national specialist organisations

- Desirable
    - Experience of managing community activity for service users who have a range of disabilities
    - Understanding of the current landscape in disability sport and its relevance to CITC
    - Experience of managing market leading community projects with examples of sector best practice
    - Experience of working within a brand environment and understanding the responsibilities that are associated with a Premier League Football Club
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### **Technical/work-based skills**

- Essential
    - Professional verbal and written language style
    - Competent on IT including all basic office programs
    - Experienced in comprehensive report writing and interpretation of data
  - Desirable
    - Supervising staff and/or mentoring others
    - Delivering in house development training.
    - Marketing experience
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### **General skills and attributes**

- Essential
    - Respectful and polite
    - Outgoing / socially adept
    - Open minded and adaptable to change
    - Committed, self-motivated and driven.
    - Proactive
    - Reliable and trustworthy
    - Team player
    - Focused and results orientated
    - Customer focused
    - Professional/ high standards
    - Responsible
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### **Experience**

- Essential
  - Experience of establishing and maintaining effective partnerships
  - Experience of working in and liaising with schools
  - Experience of delivering training sessions
  - Experience of budget management and delivering project targets within budget restrictions
  - An understanding of City in the Community, its strategy and range of projects

- Desirable
    - Experience of working within a brand environment and understanding the responsibilities that are associated with a Premier League Football Club.
    - Relevant experience in a variety of Sports
    - Relevant experience of working with a range of age groups with different disabilities
    - Knowledge of competitive sport pathways including talent identification, Academy organisation and performance pathways
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## Qualifications

- Essential
  - GCSE's in English, Maths & Science
  - Relevant and appropriate coaching qualification relating to working with Disabled participants
- Desirable
  - Educated to degree level
  - Coaching qualifications to Level 2 in at least one additional sport.
  - AfPE Level 3
  - Level two Coaching Certificate in at least one sport.
  - Project Management or Finance specific professional qualifications