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| **Job Description** | |
| **Post title** | Project Officer (Specialist Interventions) |
| **JE Reference No** | A5838 |
| **Grade** | Grade 7 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Culture, Sport & Tourism – Culture & Sport Service Management |
| **Reporting to** | The Cultural Services and Development Manager |
| **Location** | Any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post iseligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

**Working alongside:** Culture, Sport & Tourism Management Team. Working with and alongside all Council Service Groupings.

**Responsible for:** To support the development of the Culture, Sport & Tourism Service offer to meet the needs of marginalised/hard to reach groups and communities. To support wider linked Council programmes and initiatives.

**Responsible to:** Elected members, REG Management Team and internal services. Area Action Partnerships, residents, community groups, external partners, clients, commercial partners and funding organisations.

The primary focus of the role will be to encourage more people to engage in Cultural and Sporting opportunities, through the provision of a variety of ‘entry level’ activities, in mainstream and community settings, linked to the broad Culture & Sport programme offer. The post holder will work with specialist service areas to provide an innovative and tailored programme of opportunities, with a particular focus on reaching out to those who we know need more support to engage. They will ensure that effective working relationships are established or developed with colleagues across Culture & Sport Service areas, key partners and deliverers through provision of support to a service-planning group, and will collate, analyse and report on activity delivery to aid service improvement and development.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Establish and maintain effective working relationships across Culture & Sport Service areas, and with partners and stakeholders who can develop, contribute to, or deliver Cultural & Sporting engagement activities.
* Proactively identify, develop and build opportunities to deliver agreed targets, and increase quality participation for the residents of County Durham, aligned to the post holder’s work area.
* Utilise data specific to the work area (e.g. Market Segmentation, Active People, local consultation) to influence the ongoing development and implementation of programmes and plans.
* Provide support and advice to local partners on all matters related to post holder’s work area.
* Effectively manage allocated resources including budgets.
* Line manage dedicated staff assigned to deliver activities and programmes, and liaise with specialist sport, physical activity, libraries, countryside, arts and cultural service officers, to ensure that pathways are in place for new participants to access wider Culture & Sporting opportunities.
* Attend and contribute to meetings and events appropriate to the role ensuring the professional representation of the Culture & Sport service and partners.
* Be an effective member of the Wellbeing team, fully supporting other colleagues and proactively contributing to the development of a strong team culture.
* In association with relevant personnel, oversee the effective implementation of all marketing activities within the area of responsibility.
* The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Cultural Services and Development Manager, Strategic Manager or Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | NVQ Level 3 or an equivalent qualification in a related area | * Have completed a recognised qualification in Sport & Leisure Management |
| Experience | * An appropriate level of experience in designing, planning and implementing successful projects in Culture & Sport * An appropriate level of experience in working with community partners, clubs/organisations, and volunteers * Appropriate level of experience in leading teams | * Implementing formal work programmes within set timescales * Volunteering, mentoring, or coaching in a community setting * Appropriate level of experience in managing behaviour change * Knowledge of National and Regional support bodies and funding partners |
| Skills & Knowledge | * A good knowledge of culture & sport industry and the national context for this * An understanding of the Public Health agenda, and factors which can affect an individual’s wellbeing * A clear understanding of project planning and evaluation * Management of budgets * Ability to work in multi-partner teams * Have the ability to communicate clearly and effectively in verbal and non-verbal forms * Ability to work on own initiative | * Successful track record in achieving and delivery of external funding sources. * Be confident in the use of ICT systems * Understanding of related health issues * Able to demonstrate creativity and prudent use of resources |
| Personal Qualities | * Travel is an essential requirement of the post * Willingness to work outside normal office hours |  |