

Project Officer

Job Description and Person Specification

Position Details

Position: Senior Project Officer	Department: Community Education Engagement and Employability	Reporting to: Head of Community Education Engagement and Employability
Salary: £21,000	Contract: 1-Year Fixed-Term Contract	Hours: 37.5 hours

Overall Objective: To plan and deliver community health and engagement projects within Milton Keynes and the surrounding areas to support the Milton Keynes Dons Sport & Education Trust community offer.

Job Description	Person Specification
<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> The role requires someone who can plan and prepare and implement well-structured and progressive projects ensuring a high quality, enjoyable experience centred on the needs of the participants. To ensure the delivery of multi-skill sessions in community environments for all ages and abilities. Develop a team of volunteers to support the expansion and sustainability of projects <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> To be the lead facilitator on MK Dons SET Fit Fans and Armed Forces projects and others as requested or identified by yourself and the Community Engagement Manager. To liaise and co-ordinate coaches and volunteers as needed to support delivery of Community Health and Engagement Projects. To carry out administrative duties as necessary e.g. maintain accurate attendance registers; carry out risk assessments. To carry out all funding required reporting for impact and evaluation both internal and externally requested To be committed to continuous professional development relevant to the post To undertake every opportunity to promote a positive image of Milton Keynes Dons Sport and Education Trust To positively promote the Trust's Equal Opportunities policy and core values in all aspects of the post's responsibilities and duties 	<p><u>Essential</u></p> <ul style="list-style-type: none"> Two years' experience of delivering in a community setting. Experience of project management in a wide range of environments including schools, clubs and community settings. Experience working with SEND (special educational needs and disability) participants within school and community settings. Good communication skills, both verbal and written Ability to keep good records and report on impact of your work with communities Ability to inspire people of all ages and abilities Ability to inspire, motivate and encourage young people through sport and education Good team worker and self-motivated Ability to develop good working relationships with Staff and partners Ability to manage complex work loads and priorities Willing to work unsociable hours Able to drive and have access to a car <p><u>Desirable</u></p> <ul style="list-style-type: none"> In-date Safeguarding and First Aid Certificates FA Level 1 certificate in Coaching Football (or at least current Level 1, working towards Level 2) Experience of project work in a wide range of environments including schools, clubs and community settings. Multi-Sport, Multi Skills or Fundamentals qualification A relevant Youth Work, Project Planning, Sport, or Community Development qualification.

<ul style="list-style-type: none"> • To be prepared to regularly carry out work during evening and weekend periods (unsociable hours) • To ensure the safeguarding of participants, volunteers and staff is prioritised at all times • Perform other duties as required which are considered relevant to the post and to the objectives of the Milton Keynes Dons Sport and Education Trust. 	
Behavioural Indicators	
Entry	Skilled
<ul style="list-style-type: none"> • Understanding the Organisation (Thinking) • Commercial Edge (Delivery at Pace) • Drive for results (Delivery at Pace) • Self - Development (Personal Attributes) • Impact and influence (People Skills) 	<ul style="list-style-type: none"> • Planning and Prioritization (Delivery at Pace) • Formal Communication (Functional skills) • Confidence and Commitment (Personal Attributes) • Resilience (Personal Attributes) • Respect for others (Personal Attributes) • Passion for Customers (Delivery at Pace) • Leading a Team (People Skills) • Developing Others (People Skills) • Skillful Conversations (People Skills)
Reference	Closing Date: