

JOB DESCRIPTION

JOB TITLE	Project Delivery Team Officer
REFERENCE #	VBE1715 - 1719
REPORTS TO	Chief Operating Officer
BASED AT	Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

JOB PURPOSE

The project delivery team will support the delivery of a wide range of projects and programs, including competition and event delivery, supporting the core market, income generation, marketing, business support, monitoring and evaluation.

KEY RESPONSIBILITIES

- Support the successful development, marketing, delivery, monitoring and evaluation of a range of Volleyball projects and programs, ensuring they contribute to supporting our Core Market.
- Develop and support new projects that emerge from the annual business plan relating to income generation.
- Support the marketing and promotion of all Volleyball England projects and programs, its campaigns, services, in particular to enhance the income generating potential of Volleyball England.
- Contribute to the team's overall work on continuous improvement
- Provide regular updates to Project Sponsors concerning the progress of projects and initiatives and contribute to the monitoring process set by funders or other funding partners, including half yearly and year-end reporting
- Coordinating, delivering and promoting relevant activities and events, often within a specific community or to targeted groups
- Evaluating and monitoring activities and projects using performance indicators
- Maintaining records and producing written reports
- Attending relevant meetings, seminars and conferences
- Managing resources and identifying potential opportunities for external /commercial funding
- Maintaining links with relevant external partners

In addition to these responsibilities PDTO's will use their specific skills to:

Improve access to sport for young people, people with disabilities and people from disadvantaged communities

- Develop a range of partnerships with organisations and stakeholders focused on health, education and community cohesion
- Support initiatives to reduce crime and rehabilitate offenders
- Develop specific projects in schools, Colleges and Universities



- Recruit, train, support, develop and manage coaches and volunteers
- Work in projects that ensure people with disabilities have, access to and are more aware of opportunities available to them

Any other administrative and support duties as directed by the Chief Executive Officer, Chief Operating Officer or Core Market Officer.

PERSONAL PROFILE

Essential	Desirable
Experience of working with staff, volunteers, partners to meet shared objectives	A can-do attitude, results driven and an understanding of timelines to be met
Delivering projects and programmes within defined budgets and timelines	Experience of Microsoft Excel and other database and information retrieval systems
Effective communication, both verbally and in writing	Have a good understanding funding sources available to support the delivery of projects and programs in the annual business plan
Ability to demonstrate strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team	
Research and analyse information to identify needs and drive forward projects	
Demonstrate the ability to deliver accurate and clear reports using a high level of IT skills	
Possess a good knowledge of the structure and partnerships linked to the NGB network	
Understand local and national priorities and programs	
A proven ability to work on multiple projects and prioritise workload	



CONTRACTUAL DETAILS

JOB TITLE	Project Delivery Team Officer
SALARY	£15,000 - £20,000
TENURE	Permanent
ANNUAL PAID HOLIDAY	22 days (pro-rata for part time workers) per year, increasing to 25 days (pro-rata for part time workers) in the second (and subsequent) years of service. 8 Bank/Public Holidays 2 ¹ / ₂ Privilege Days
HOURS	37.5 Hours Per Week
NOTICE PERIOD	4 weeks in year one

The post is non-pensionable, however there is provision for a stakeholder pension scheme.

A no-smoking policy is operational in the National Office and VE cars.

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org.

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on www.volleyballengland.org.

This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.