

**WANDLE VALLEY REGIONAL PARK TRUST
GET ACTIVE WANDLE VALLEY PROJECT CO-ORDINATOR**

Salary range: £28,000

ROLE PROFILE AND PERSON SPECIFICATION



CONTEXT

The Wandle Valley Regional Park Trust (WVRPT) was established in 2012 to provide the vision, leadership, coordination and resources to create a new regional park along the River Wandle in South London over the next ten years. The Wandle Valley Regional Park follows the route of the Wandle River from Croydon in the south, through Sutton, Merton, culminating in Wandsworth where the river reaches the Thames.

The Trust is both a company limited by guarantee and a registered charity. It is governed by a Board of Directors, nominated by eleven partner organisations that are drawn from the public, voluntary and community sectors which represent the wider Wandle Valley Partnership.

The Trust has led a successful partnership bid to the Sport England Community Sport Activation Fund for a new project called Get Active Wandle. This is a unique project that has brought together partners from four local authority areas and the National Trust, with representation from both leisure and public health sectors.

The objective of this project has been to develop a new 3-year programme of activities starting in March 2016, using parks and green spaces for public health, at key identified areas in the Wandle Valley Regional Park. The programme has begun to develop new and innovative opportunities for increasing public health outcomes and behavior change, using non-traditional venues along the Wandle Trail.

The programme focuses on increasing participation in healthy activity across all ages, ethnicities and geographical groups. It will target those at risk of inactivity, address barriers to participation, encourage use of open spaces within the Regional Park and link activities to local delivery partners, ensuring sustainability as well as coordinating and promoting existing activities.

The Trust is now seeking to appoint a full time Project Co-coordinator to lead delivery of the project for a period of 14 months (subject to renewal), in line with the delivery plan and funding agreement with Sport England and Local Authority Partners.

Applicants please note this post is subject to enhanced DBS clearance.

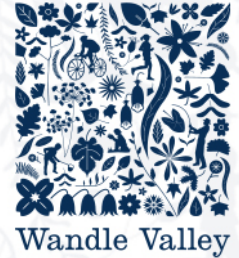
WVRPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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ROLE PROFILE

Key Duties:

The post holder will:

- Lead in the delivery of the project; developing a comprehensive programme of physical activities, combining existing activities with new and innovative opportunities and creating and maintaining links with community organisations and clubs in the community, widening the Get Active offer.
- Manage a portfolio of activities, ultimately resulting in improved physical activity levels across the Wandle Valley.
- Take lead responsibility for building and sustaining all local relationships with partners (including but not limited to Local Authorities, National Trust, London Sport, National Governing Bodies and local clubs), ensuring their effective involvement in the project.
- Lead and manage all stakeholder consultation with partners, volunteers, local communities, and media, to ensure all parties are fully and appropriately involved and informed.
- Be the first point of contact for the Trust, including activity participant enquiries, signposting them to relevant services, activities and partners.
- Recruit, manage and evaluate the Get Active Activators who deliver services on behalf of the Trust and Get Active programme.
- Lead the promotion and marketing of the sport and physical activity offer; creating web content, marketing, events and promotional material in collaboration with partners.
- Audit current activities / engagement programmes and design, develop and implement additional sport and physical activity with the intention of gaining new regular participation, ensuring the service is accessible to all and targeting inactive people living in deprived areas with high risk factors (as per the delivery plan).
- Develop and manage volunteers to help design, organise, and deliver activities events / experiences / activities.
- Take responsibility for the project governance, and administer the steering group.
- Manage the overall project budget, cashflow, expenditure process, reporting regularly to Sport England and completing twice yearly claims and reconciliation.
- Identify other sources of funding and make applications as part of the continuation of interventions to generate additional project finance and advise the Steering Group on an appropriate exit strategy.

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- Provide quarterly reports to the Steering Group and ensure regular communication to share good examples and lessons learnt. Write reports and papers to be presented to a range of readers and audiences.
- Collect, collate and analyse data. Take responsibility for measurement and evaluation of all sport related activities and engagement programmes covered by the role providing the required information to the funder, stakeholders and Steering Group.
- Be accountable for their personal development through the appraisal process.
- Undertake any other tasks that may be required commensurate with the grade of the post.
- Support the CEO by being an ambassador for the Trust's values, mission and strategy
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Deliver the remainder of our Transport for London bike project in conjunction with the Get Active Programme and be responsible for evaluation and record keeping



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KNOWLEDGE, SKILLS AND EXPERIENCE

KNOWLEDGE

Essential:

- How to increase participation in sport and physical activity
- Different sporting and physical activities / products
- Understanding and insight into the sport and physical activity sector
- Understanding of project evaluation
- Experience of Sport England CSAF projects and grant claims

Desirable:

- Understanding of importance of volunteers to sport and physical activity
- Understanding of audience insight

SKILLS

Essential:

- Project Management skills – Evidence of ability to manage small sized (£25K-£100K) projects over short-term horizons
- Confident, with excellent written and verbal communication skills
- An ability to work flexibly and travel across multiple locations
- A motivated self-starter, with an ability to work safely and effectively with minimal supervision
- An ability to create and maintain productive relationships with a range of people including volunteers and external consultants
- An ability to create and maintain a solid network of contacts both internally and externally
- IT literate especially word processing, use of e mail / internet, Word Press
- Customer service focus with the ability to exceed customers' expectations
- Use of social media, creating web content, press releases

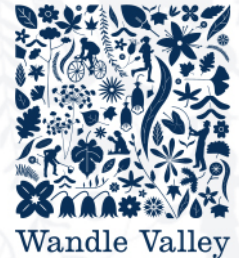
Desirable:

- Coaching and leading sport including specific sports qualifications (E.g. Run leader / Cycle leader)
- Ability to identify key issues, strengths, weaknesses and areas for improvement and the drive to ensure that necessary changes are carried through
- Full driving license
- Understanding of Hootsuite and Upshot software packages

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EXPERIENCE

Essential:

- Increasing sports participation by working with sports organisations
- A track record of success of developing productive relationships within either the sports or outdoors sector
- Substantial experience of developing and delivering sporting projects.
- Understanding of how to accommodate various user needs
- A good understanding of the local sports environment
- Experience of working with people of all levels including community leaders, local authority delivery partners, regional and national governing bodies.

Desirable:

- Experience of broadcast media
- Experience of organising and presenting workshops/seminars
- Appreciation of the Equality Act and diversity and equality issues.

CONTRACT AND REMUNERATION

- Full Time from 6th November 2017 – 31st December 2018, with a potential to expand subject to funding. Applications are also welcome from freelance consultants
- Preferred start date: 6th November 2017
- 28 days annual leave
- 37.5 hours per week
- Main place of work will be Morden Hall Park

SUBMITTING YOUR APPLICATION

Please send your covering letter, CV, and evidence of how you meet the person specification, to:

FAO Sue Morgan, info@wandlevalleypark.co.uk

Closing date for applications: 23rd October 2017

Interview date: 30th October 2017

Applications welcome from freelance consultants

WVRPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are an Equal Opportunities Employer

No agencies please