

Candidate brief for the position of:

# Project Support Officer

March 2019

## Active Communities

c/o The Active Wellbeing Society, Studio 309, The Custard Factory, Gibb Street,  
Birmingham, B9 4AA

Charitable Community Benefit Society  
Registered Number: 7595



# Overview

This post is hosted by The Active Wellbeing Society (TAWS) on behalf of Birmingham and Solihull Active Communities.

The Active Wellbeing Society (TAWS) is a new, independent social enterprise and a registered Community Benefit Society, which works with some of the poorest communities in Birmingham and beyond to improve people's health and wellbeing through physical activity. It delivers services on behalf of Birmingham City Council and was previously known as the Birmingham Wellbeing Service.

## **Its mission is:**

To use physical activity, guided by innovation, collaboration and insight, to do the collaborating & development required to create stronger and more resilient communities

## **Background**

Active Communities (Local Delivery Pilot or LDP) in Birmingham and Solihull Birmingham City Council in partnership with Solihull MBC tendered to become a Sport England Local Delivery Pilot area. In December 2017 we were informed that our proposal, Active Communities, had been successfully chosen as one of twelve pilot areas across England. TAWS will act as the accountable body for the Active Communities programme. The post holder will be accountable to Active Communities Core group.

Local Delivery Pilots are a strategic investment by Sport England, which aim to understand how we can best help people get active in their communities improving their health, wellbeing and resilience. More information can be found at:

<https://www.sportengland.org/our-work/local-delivery/>

## **Our Vision Statement for the Birmingham & Solihull Local Delivery Pilot Programme is:**

Tackling inactivity, through innovation, collaboration and insight, to do the social knitting, enabling citizens, communities & neighbourhoods to become integrated, resilient and thriving.



The Active  
Wellbeing Society

## Project Support Officer

This post has been created in order to deliver the ambitions of Sport England's Active Communities Programme.

Birmingham and Solihull are one of 12 Local Delivery Pilots across England that are looking at innovative ways to reduce the levels of inactivity in our most disadvantaged communities.

The postholder will be employed by The Active Wellbeing Society (TAWs) which is an independent community benefit society which works with some of the poorest communities in Birmingham & Solihull to improve people's health and wellbeing through physical activity.

## Role description

<b>Job Title:</b>	Project Support Officer
<b>Location:</b>	Birmingham & Solihull
<b>Responsible to:</b>	Active Communities Operations Managers
<b>Salary:</b>	£20,000- £25,000
<b>Hours:</b>	36.5 hours per week, flexible for the right candidate (s) & secondment opportunities. Flexible working will be required, to include evenings & weekends





## The Active Wellbeing Society

# Main Outcomes

We have identified below, four outcomes, which we believe reflect the step changes required to bringing about our vision/transformational statement and make a difference through this Sport England Pilot.

Outcome 1: The “unusual suspects” living in seldom heard communities and places, who do not traditionally access physical activity, report improved health and quality of life.

Outcome 2: Through activity, co-creation and facilitation, citizens will have a sense of place and belonging, resulting in invigorated, strong and resilient communities.

Outcome 3: Sport England and our stakeholders have clearer insight into the impact and effectiveness of a whole system approach to tackling inactivity with citizens, community and place, through integrated data collection and analysis of past, current and future programmes.

Outcome 4: Through vision, leadership and co-creation, Birmingham and Solihull have an effective, dynamic and responsive, whole systems approach to provoking physical activity, integrating with strategic policy decisions; the physical environment; organisations; institutions; citizens, communities and place.

Active Communities is a high-profile Sport England programme operating across the health, wellbeing and physical activity economy of Birmingham and Solihull. You will manage general office and project operations around delivery of the programme, maintaining the processes and necessary paperwork, computerised files, records, including fiscal records, required to support the successful delivery of the Active Communities Programme. The role will administer the committees that form part of the programme governance structure.

They will be responsible for collating information requested by Sport England; stakeholders, communities and local key strategic individuals and agencies.



## Compliance

- Data: Ensure compliance with systems and processes to allow data capture of activity and key demographics making sure providers and groups capture data to inform programme level reporting and performance management
- Quality: work to ensure that there is delivery of a programme of physical, social and civic activity that is of the highest standards and that meets the needs of the most deprived citizens
- Analysis: Produce written reports and performance statistics on the various elements contributed to the post, as and when required by the Operations Managers
- Health and safety: ensure that all health and safety requirements are understood by volunteers and participants and complied with on a consistent basis. Lead the implementation of a risk management culture within the sessions to ensure that innovation and delivery is balanced with citizen safety
- Learning and development: Undertake relevant training for staff to delivery on health and wellbeing
- Lead from the future: understand where the market is headed and support the emergence of new innovations within the project and the wider sector





## Main Duties of the role

- Ensure the programme governance is well run including scheduling, necessary paperwork, record keeping, minute taking and coordination of all committees
- Support the Sponsor Group, Core Group and Local Community Action Networks and any special working groups as necessary
- Work closely with and support the Operations Managers, including supporting scheduling, diary management and project support and implementing appropriate processes and procedures to administer the programme effectively
- Supporting project management including administering records such as project plans, risk register, procurement schedules, monthly reports and workforce plans
- Using excellent communication skills with multiple stakeholders. Ensuring information flows between the multiple and complex network of contributors to the Active Communities Programme
- Working with TAWS Finance Manager to ensure Active Communities fiscal control over programme spend and reconciliation
- Work closely with other team members to ensure the effective co-ordination of all projects within the programme work streams







## Main Duties of the role (continued)

- Liaise with the Operations Managers to review and plan work streams, outcomes, priorities and associated budgets
- Support all aspects of event planning and the active communities' communications email/phone/digital channels. work or voluntary capacity
- Produce reports, carry out presentations and undertake administrative duties in connection with the post
- Carry out all other duties as maybe reasonably assigned from time to time and with the level of this Job Description
- Support and adopt the mission, aim and values of TAWS, throughout your work and behaviours
- To take responsibility for your own personal and professional development, including responding constructively to internal management performance processes





## Experience and Knowledge

All the criteria are essential, and your application will be assessed on all points detailed below:

- Proven track record of providing administrative support for complex projects or programmes of work
- Substantial IT skills that supports word processing, spreadsheet technology, online data entry systems, outlook and share point file system
- Demonstrate ability to understand project or programme methodologies and the administrative requirements to help these run smoothly
- The required soft communication skills to liaise with multiple stakeholders and also to help get the best or what you need from people in support of administrative processes. This includes handling email and phone enquiries for the team
- Evidence of following processes and procedures within a governance model where pressure exists and where process and procedure are new or have been in need of change
- Demonstrate ability to understand budget management from an administrative perspective supporting the fiscal control over complex projects and programmes
- Evidence of capability to ensure governance committees and boards run smoothly due to administrative control and support.
- Ability to respectfully challenge and add value to senior or influential contributors such that you are a key go to person in the running of project and programmes with the appropriate can-do attitude
- Strong interpersonal skills and presentational skills across a range of mediums
- Knowledge of learning and evaluation processes and implementing continuous improvement across projects
- Evidence of supporting procuring services and contract managing partners to deliver services





## **Experience and Knowledge (continued)**

- Support in preparation of information for reports up to Programme Board level
- Demonstrate empathy and understanding with the citizens and communities who access our services
- Evidence of a commitment to ongoing personal development and training
- Digitally literate and familiar with a range of software packages including utilising social media
- A genuine passion for the wellbeing of others and a drive to improve the lives of individuals and communities
- Produce reports, carry out presentations and undertake administrative duties in connection with the post
- Carry out all other duties as maybe reasonably assigned from time to time and with the level of this Job Description
- Support and adopt the mission, aim and values of TAWS, throughout your work and behaviours
- To take responsibility for your own personal and professional development, including responding constructively to internal management performance processes
- An understanding of what a Community Benefit Society is and experience of working cooperatively

### **Performance Management**

If appointed you will agree in consultation with your line manager, a Performance Development Plan, which will include a range of performance criteria with hard and soft outcomes, which your success will be measured against. Hard outcomes will be concerned with the achievement of tangible outputs which fulfil the company's strategic and business aims. Soft outcomes will emphasize your personal development, direction, commitment, trust and self-regulated behaviour which is at the centre of your approach to people and partners.



# How to apply

**Closing Date – 1st April 2019**

**Interviews – 12th April 2019**

Apply by submitting a CV and a link to a 3 min video to [Jobs@theaws.org](mailto:Jobs@theaws.org)  
by 9am on the 1st April.

Your video should give examples that demonstrate your experience to meet the needs of this role as outlined in the job description. We advise using file sharing tools to send us your video such as drop box, we transfer or you tube – further guidance here:

<https://thevideoanalyst.com/5-ways-to-share-video-for-free/>

If you don't have access to a video enabled mobile phone or computer to send your video please get in touch on 0121 728 7030 and we will arrange support for you.

Please send to [jobs@theaws.org](mailto:jobs@theaws.org)

Please email [Beccy@theaws.org](mailto:Beccy@theaws.org) for any queries or phone 0121 728 7030.

**Closing date:** Monday 11th February 9am



**Phone Number: 0121 728 7030**

**Email Address: [info@theaws.org](mailto:info@theaws.org)**

**Website: [www.theaws.co.uk](http://www.theaws.co.uk)**