

Job Summary

Senior Project Officer (Active Ageing and Disability)

Team: Health, active ageing, disability and workforce

Salary scale: Up to £28,000 FTE (dependent upon experience)

Contract: Two years fixed term (potential to extend subject to funding). Full time* 37.5 hours per week (Secondments and *part time of a minimum of 30 hours per week considered)

Reporting to: Physical Activity Specialist – Strategic lead for health, active ageing, disability and workforce

Direct Reports: Short term work placements

Location: City Works, Gloucester, and remote working

Job purpose

Our staff are the heart and soul of Active Gloucestershire. Like the rest of the country, the team have been through a lot of change since the start of the pandemic. Our operations team have been instrumental in ensuring the team have the tools and support to achieve their aims; whilst also having fun and developing our collaborative and open culture.

We are looking to recruit a Senior Project Officer to join our friendly and hardworking team at Active Gloucestershire. The Senior Project Officer will play a key role within our health, active ageing, disability and workforce team and will manage multiple high value contracts, projects and stakeholder relationships, thereby contributing towards the success of **we can move**.



Our culture

At Active Gloucestershire, the way in which we work is as important to us as the outcomes we achieve. Therefore, we would like all our employees to embrace our organisational values and behaviours.



Be brave

The best way to see if something works is to give it a go



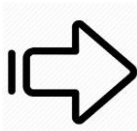
Be curious and listen hard

Gather learning, insight and data and look to understand the experiences of those with perspectives furthest from our own



Stand shoulder to shoulder

Ask for help when you need it, offer it when it will be useful and be prepared to grow ideas together



Go where the energy is

Focus on strengths, emphasise the positive and gently challenge the negative



Build relationships of trust

Invest in others, as much as in getting things done

Main Responsibilities

You will:

- Advocate for **we can move** across Gloucestershire, regionally and nationally (specifically for active ageing and disability)
- Connect and collaborate with partner organisations to ensure that active lifestyles are included in other ageing well and disability sector priorities across Gloucestershire
- Manage contracts and expectations of funders
- Support colleagues and partner organisations to perform well and achieve agreed outcomes on contracts we have
- Manage budgets for your work areas and contribute towards income generation opportunities for the charity
- Provide effective relationship management with some of our key stakeholders and partner organisations and increase the number of organisations we work with
- Enable us to achieve our goals, by managing multiple high value projects at once (including effective risk and issue mitigation and project management processes)
- Enable us to grow our learning and evaluation culture by producing a range of reports that evidence and bring to life the work that we do
- Inspire short term work placements to be committed to our movement and contribute towards our goals

Our ideal candidate

- You must have worked within a team and also with external partner organisations
- We would really like you to have a history that includes building relationships around shared values and visions
- Managing our projects well is really important to us. We need someone with a proven track record of managing multiple projects at once
- We achieve collective results with partners. We need you to have managed stakeholder relationships with a range of partners that must include commissioners, organisations and community groups
- To support the growth of our active ageing and disability work, we need you to have good knowledge of the local and national landscape of both active ageing and disability
- Understanding the barriers and enablers older people and people with disabilities face when trying to live more active lives is important so that we can make positive changes to activity levels
- We need you to be proactive and able to work on your own initiative
- IT systems support us to do our work well. You must be able to use a range of IT applications. Experience of project management systems is also advantageous
- We get involved in lots of things, therefore having a flexible attitude to work and being able to take on a variety of tasks is crucial in this role

Confidentiality

Data privacy and security is very important to us. Any information you provide will be dealt with in the strictest confidence. It will be stored and managed in accordance with GDPR guidelines.

Disclosure

Because of the nature of the work of our organisation, we take Safeguarding very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact our Child Protection Officer or a member of the management team.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential.

If you are successful in your application, you may be required to have a DBS check depending on the nature of work undertaken.

Equality and diversity statement

As an employer, we are committed to encouraging equality, inclusion and diversity within our workforce. We seek to ensure that our team reflects the communities we serve, knowing that this diversity will help us to better understand their needs and priorities. We recognise our legal obligations under the Equality Act 2010 and aim to ensure that every member of our staff can work in an environment that promotes equality of opportunity, dignity and respect for all. We will not tolerate any unlawful or unfair acts of discrimination against any member of staff, because of a protected characteristic or any other form of harassment or bullying.

We adopt an 'anonymised recruitment' approach to recruiting new employees, which removes the candidate's name, age and gender, ensuring that we hire on a merit only basis.

Further information

For further information about us, or this role, please read our [culture handbook](#), call Sarah Haden-Godwin on 01452 393605 or email sarahhaden@activegloucestershire.org