



Vacancy – Project Officer (PL Primary Stars)

We are a growing sport for development charity based in Bolton that offer employees the chance to deliver work that makes an impact alongside colleagues who share a mutual passion for improving people's lives and narrowing the gap of disadvantage.

Bolton Wanderers Community Trust aims to inspire people and raise aspirations while supporting physical and personal development to create a more active and healthy way of life.

We continue to be an innovative and forward-thinking charity that works in partnership with local, regional and national organisations to achieve the greatest outcome for our beneficiaries.

We are looking for a Project Officer (PL Primary Stars). The pay range we are offering is £18,000 - £22,999. Initially on a 1 year fixed term contract pending future funding.

Requirements:

- Knowledge of the particular requirements surrounding disadvantaged children and young people, particularly specific to Bolton and the local Bolton neighbourhoods.
- Good understanding of the primary education landscape, in particular in relation to physical education and intervention based approaches.
- Experience of initiating and coordinating projects and activities.
- Experience of managing project budgets.
- Experience of coordinating varied pieces of work, with different timelines and goals.
- This post is subject to an enhanced DBS and two satisfactory references.

Responsibilities:

- Responsible for the successful coordination and delivery of the PL Primary Stars project in line with pre agreed key performance indicators and budget,
- Coordinate the operational day to day running of the project, ensuring quality delivery, innovation and supporting staff in any aspect of their work.
- Ensure all project monitoring and evaluation is captured and evidenced. Using this to complete reports and to share the impact of our work.

The Location: Bolton Wanderers Community Trust is based at the University of Bolton Stadium, the home of Bolton Wanderers Football Club. Situated in the heart of the North West we are commutable from Manchester, Preston and Liverpool with great transport links including strong public transport and motorway links. Middlebrook retail park is adjacent to the stadium which offers an abundance of options for lunch.

Why Should You Apply?

- Work for a forward thinking, progressive charity that makes a positive impact on people's lives.
- Great benefits including Two Bolton Wanderers Season Tickets (at BWFCs discretion pending attendance limits), Health and Pension Package, Opportunities for paid overtime, a Commitment to CPD opportunities to staff, free staff parking onsite.
- We are committed to ensure that staff have a strong work life balance. Staff have the ability to have a blended approach to home and office working.

An application pack can be downloaded from our website. Please complete the application form, stating how you meet the person specification and email the return to Jonathan Mills by Friday 2nd July 5pm: jmills@bwct.org.uk

For an informal discussion on the role or for more information please call 01204 673790.

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