



# Job description

**Job Title:** Project Officer (PL Primary Stars)

**Responsible to:** Programme Lead (Schools and Mentoring)

**Responsible for:** N/A

**Budget Responsibilities:** PL Primary Stars budget

**Purpose of role:**

To coordinate and deliver on the Community Trust's PL Primary Stars project ensuring the project achieves pre agreed key performance indicators.

**Main duties and 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.
- To support the School Games calendar and the School Games Organisers in line with PL Primary Stars project outcomes and targets.
- To ensure that the PL Primary Stars project incorporates key Premier League focuses, including (but not exclusive to) Equality, Diversity and Inclusion (including female and disability inclusion), Mental Health, Volunteering, Competitions, Digital and Social Action.
- To ensure that the PL Primary Stars project incorporates the key focuses of BWCT around Health, Inclusion, Disability and Education.
- To be an ambassador of BWCT by supporting us in narrowing the gap of disadvantage within Bolton by working at the heart of the community realising potential; offering excellent customer service at all times and upholding the professional image of BWFC and BWCT.
- To represent Bolton Wanderers Community Trust at relevant activities/events and to develop networks with other agencies, schools and community groups involved in primary education work in Bolton.
- To perform other duties as required in line with the aims and objectives of BWCT.