



Person Specification – Project Officer (PL Primary Stars)

E Essential **D** Desirable

QUALIFICATIONS	A degree in a relevant sport or physical education area encompassing themes such as sport and positive engagement or equivalent experience within the industry.	E
	Level 3 Certificate in Supporting the Delivery of Physical Education and School Sports	D
	A Levels, NVQs or BTEC or equivalent experience within the industry.	E
	Other relevant youth, sport or physical education engagement qualifications	D
KNOWLEDGE	Knowledge of the particular requirements of children and young people within education settings	E
	An understanding of equality, diversity and inclusion policies and practice	E
	An understanding of safeguarding policies and procedures	E
ABILITIES AND SKILLS	Proven organisational, planning and record keeping skills	E
	Excellent communication and influencing skills, including written and presentation	E
	Have the ability to work individually or as part of a team	E
	Excellent project coordination and prioritisation skills	E
	Ability to prepare and present monitoring reports	E
	Ability to write and submit funding applications	D
	A working knowledge of relevant information technology	D
	Strategic thinking and ability to spot and assess new opportunities for collaboration and impact	D
EXPERIENCE	Experience of initiating and coordinating new projects and activities	E
	Experience of managing large scale project budgets	E
	Experience of managing multiple and varied pieces of work, with different timelines and goals	E
	Experience of developing innovative approaches to address local needs	E
	Experience of effectively line managing staff	D



	Experience of front line delivery of projects within disadvantaged communities	E
	Experience of monitoring and evaluation systems such as Substance Views	D
PERSONAL	Commitment to development and willingness to undertake training where necessary	E
	Friendly, outgoing and approachable personality	E
	A flexible attitude to working and willing to work evenings and weekends when required	E
	Possess a full and clean driving license with access to a suitable vehicle with business insurance cover	E
	Comfortable working independently & managing own workload across a range of priorities	E
	Versatile & flexible approach, able to work across a range of different projects / priorities as needed	E
	Constantly seeks to improve the way things are done	E
	Commitment to Bolton Wanderers Community Trust's vision, mission, values and behaviours.	E

Other information

Bolton Wanderers Community Trust is an Equal Opportunities Employer and recognises the importance of safeguarding children and vulnerable adults in our workplace.

This Post will be subject to an enhanced DBS Disclosure and two acceptable references

Additional Benefits

- A supply of BWFC kit
- Mileage allowance
- 2 x BWFC season tickets (subject to passing probation period and pending attendance limits)
- Access to Health Shield health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)

Date prepared: 18/6/2021