

Job Description

Post title: Project Manager – Active
Grade: HSV07 – HSV08 £34,118 - £39,337 per annum plus Performance Related
School/Department: Hertfordshire Sports Village, HertSquad
Responsible to: Head of Student Sport and Physical Activity
Responsible for: Senior Project Officer – Active, Project Officer – Active and Activators/Sports Coaches/Instructors as appropriate

MAIN PURPOSE OF THE JOB

To manage the continual development and oversee the successful implementation of the university's Active programme for the benefit of the university staff and students.

To line manage, motivate and support the Senior Project Officer - Active and oversee the management of the Project Officer - Active, Sports Activators, Coaches and student interns as required.

To lead on the delivery of the Active Teams and Active Virtual strands of the Active Staff programme ensuring the programme reflects the changing needs of staff engagement and wellbeing.

To consistently demonstrate a service excellence mindset and adopt the Hertfordshire Sports Village's values, standards, and behaviours and to integrate service excellence throughout the HertSquad programme.

RESPONSIBILITIES AND DUTIES

All duties and responsibilities are at the discretion of the Head of Student Sport and Physical Activity. The Project Manager – Active is expected to always conduct themselves professionally.

In addition, the Project Manager – Active will be required to work with all staff and teams across Hertfordshire Sports Village.

Key Results Areas and Tasks

HertSquad – Active Programme

- To lead, oversee and manage the delivery and development of a comprehensive programme of sport, recreation and physical activity projects and events for the benefit of students and staff as part of the university wide Active programme.
- To co-ordinate and lead on the delivery of the Active Teams monthly events programme.
- To lead on the Active Virtual strand of the Active Staff programme by delivering a minimum of two events per academic year.
- To support the pursuit of new developments and initiatives.
- To engage with and encourage inclusive participation of the wider student and staff community including harder to reach groups.
- To collaborate with university departments to market and promote events and activities which encourage sport, physical activity and participation.
- To effectively monitor and evaluate projects and programmes and use this data to contribute towards reports when required for presentation at respective Boards or as part of annual summary documents.
- To work with the wider team to ensure all Active programmes are appropriately marketed and promoted.
- To work in partnership and build rapport with internal and external agencies where appropriate to support the successful delivery of the Active initiative.
- To remain up to date and informed of current national initiatives and funding sources which could support and assist with the development of the programme.

Staffing and Line Management

- To directly manage, motivate and support the Senior Project Officer – Active and oversee the management of the Project Officer – Active.
- To oversee the management of the recruitment of all student activators / coaches, required to support and staff the programme. Recruitment should follow University policy and procedures regarding student employment.
- To integrate a Service Excellence mindset across the team, ensuring they adopt and consistently uphold our values, standards, and behaviours.

Financial

- In conjunction with the Head of Student Sport and Physical Activity the Project Manager – Active will have responsibility for managing the Active budget including accountability for expenditure and income generation.
- The Project Manager - Active will be responsible for producing financial reports as and when required.

HertSquad Events

- To work with the wider team to ensure the successful planning, organisation and delivery of annual sporting events including: HertSquad start of term, HertsFest, Sports Fair and Varsity.
- To support the daily operation of the HertSquad office where relevant appropriate.
- To support the wider team and their programmes to achieve their respective KPIs and maintain the desired standards of delivery.

Service Excellence

- To embrace a Service Excellence mindset, demonstrating our values, standards and behaviours towards both colleagues and customers.
- To prioritise delivering an exceptional experience to every customer, every time.
- To adopt a positive mindset and commit to continuous improvement through giving, welcoming and responding to colleague and customer feedback.

Other Responsibilities

- The Project Manager – Active will be required to work onsite in the HertSquad Office.
- The Project Manager – Active will be required to deputise for the Head of Student Sport and Physical Activity where requested or appropriate.
- To contribute positively to the development of the business.
- The Project Manager – Active will be required to work some midweek evenings and weekends in line with the needs of the business.
- The Project Manager – Active will work as a key part of the HertSquad staff team that supports all UH Sports activities and may periodically be required to undertake additional duties as and when required.

OTHER TASKS

To endorse and operate to the Mission, Vision and Values adopted by the Sports Village.

To contribute positively to the development of Sport within the University and Sports Village business.

Undertake any tasks or additional responsibility that the Head of Student Sport and Physical Activity may deem appropriate to the level of the post.

STAFF MANAGEMENT DUTIES

1. Oversight of staff issues for those within the allocated group including excellent people management, appointment, probation, appraisal, development, promotion and progression, review of performance according to policies and procedures agreed by the University
2. Maintenance of records of staff development activities
3. Oversight and monitoring of staff workloads in order to ensure an equitable distribution of staff loadings across the staff group and the most effective use of staff resources

4. Ensuring talented staff in the groups are recognised, rewarded, and retained so ensuring that suitable succession plans are in place
5. The visible commitment, management, and maintenance of high standards of safety throughout their domain commensurate with current Health and Safety legislation and with the University's Health and Safety policy
6. Identify achievable equality goals

SUPERVISION RECEIVED

The Project Manager – Active will report to the Head of Student Sport and Physical Activity who will provide regular informal meetings and supervision, annual appraisal and reviews. The level of this post requires the Project Manager – Active to lead, work proactively and independently.

SUPERVISION GIVEN

The Project Manager – Active will directly line manage and oversee the appointed Senior Project Officer – Active and support with the line management of the Project Officer – Active alongside a team of Activators, Sports Coaches, Interns and Volunteers.

RESPONSIBILITY FOR BUDGETS

In conjunction with the Head of Student Sport and Physical Activity the Project Manager – Active will have responsibility for managing the Active Students budget including accountability for expenditure and income generation.

RELATIONSHIPS/CONTACTS

- Internal:** All customers and potential customers of the Sports Village; HSV colleagues; staff from different areas within the company; staff within the University including academics, management, support services and subsidiary companies; staff from the PFI partner company (Pinnacle); other internal suppliers of services.
- External:** Clubs, organisations and individuals who use or could use the facilities and services. Customers from the community, businesses and business organisations, local authorities, including education and leisure services, external agencies and suppliers, professional and amateur sports clubs and organisations, local and national media.

TERMS AND CONDITIONS OF EMPLOYMENT

Conditions of service

Hertfordshire Sports Village and other sports activities within the University of Hertfordshire are managed by Polyfield Property Ltd., which is a wholly owned subsidiary company of the University of Hertfordshire. The terms and conditions of employment are reviewed by the Board of Polyfield Property Ltd.

Hours of Work

This post is a full-time position (1.0 FTE) consisting of 37.5 hours per week. Actual working hours will vary as per business requirements. This position requires the post holder to be flexible and when necessary, support the staff on shift, at times offering cover, which may include early mornings, evenings, weekends and bank holidays. Time off in lieu (at flat rate) is given for hours worked in excess of the standard week.

Annual Leave

The annual leave year runs from 1st October to 30th September. Staff are entitled to 25 working days paid holiday (pro rata for part time contracts) during the course of the holiday year. After two years continuous service, holiday entitlement will increase to 26 days and after four years an additional 2 days are awarded. Time off in Lieu will be awarded (at flat rate) for hours worked on bank holidays.

Salary: HSV07 – HSV08 £34,118pa to £39,337pa Plus Performance Related Pay

An annual pay increase to recognise the cost of living/inflation will be paid subject to approval by the Board of Polyfield Property Ltd. The post is subject to performance review and may qualify for a performance related bonus after completion of a probationary period. Salaries are paid in arrears by credit transfer to a named bank or building society.

Pension

The Company will comply with any automatic enrolment duties it may have in respect of you under part 1 of the Pensions Act 2008. The Company is currently using the National Employment Savings Trust (NEST) pension scheme in respect of these duties. Membership of the scheme is strictly subject to the rules of the scheme which may be amended from time to time. If you are enrolled into the NEST pension scheme, the Company shall be entitled to deduct from your salary any amounts payable by you as member contributions. The Company reserves the right to vary or discontinue any scheme in place from time to time.

Additional Benefits

Staff are welcome to use the facilities at Hertfordshire Sports Village in accordance with our staff usage policy. Staff may also nominate one person to receive a discounted membership.

A uniform is provided for all appropriate staff.

As a subsidiary company of the University of Hertfordshire staff may utilise all benefits open to UH staff, this includes access to catering outlets and Learning Resource Centre, discounted travel on Uno buses, access to discounted nursery facilities and many more. Staff may also access courses run by the Staff Development Unit, University and Associated Colleges, assuming this does not conflict with requirements of your post.

There is a sick pay/sick leave scheme in operation.

This document outlines the duties required, for the time being, of the post entitled Project Manager – Active to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the Head of Student Sport and Physical Activity may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Post Title: Project Manager - Active

QUALIFICATIONS & MEMBERSHIPS

Educated with a minimum of a Degree or equivalent qualification or relevant demonstrable experience	Essential
Sports Degree or Management Degree	Desirable

EXPERIENCE

Experience of working in Sports Development and/or Sports Industry	Essential
Experience of organising and delivering sports development activities and programmes	Essential
Experience of line management, leading others including peers, coaches and/or volunteers	Essential
Experience of engaging people into sport and physical activity	Essential
Experience of project/event management	Essential
Experience of using an insight-led approach to develop successful initiatives that drive participation, particularly among hard to reach groups	Essential
Experience of Higher Education & University Sport	Desirable
Experience of budget management and financial planning	Desirable

KNOWLEDGE AND ABILITY

An understanding of the value of physical activity interventions to improve health and wellbeing	Essential
A good knowledge of sport, National Governing Bodies and external agencies	Essential
A good knowledge and appreciation of health and safety good practice	Essential

BEHAVIOURS AND ATTRIBUTES

Excellent interpersonal skills and communication skills	Essential
Excellent customer service and provision	Essential
Self-motivated, proactive, highly organised and have the ability to work well under pressure	Essential
Able to work on own initiative and as part of a team	Essential
Excellent IT skills including Microsoft packages and virtual delivery platforms	Essential

Demonstrate our WELCOMES values at all times:

Welcoming
Extra Mile
Leadership
Consistency
Open & Honest
Memorable
Enthusiastic About Continuous Improvement
Sport First