



Job Title: Projects Officer

Location: Loughborough

Salary: £20,000-£23,000

Term: Fixed until 31st March 2021

Closing Date: Midnight 31st March 2019

Interview Date: Monday 8th April 2019

Background

Wheelchair Basketball is the largest disability team sport in the UK and British Wheelchair Basketball (BWB) is its national governing body (NGB). Our aim is 'to establish the United Kingdom in wheelchair basketball as the premier nation in the world'. Our values of united, drive, pride, and grit underpin all that we do. If you share the values that underpin our sport, we want to hear from you.

Overview of the Role

The Projects Officer will support the work of the Participation Team with a focus primarily on the delivery of 'projects and programmes' throughout the pathway. Focusing on high quality delivery, relationship building and content development for central BWB programmes, Courses and Resources. The Projects Officer will play a pivotal role in the organisations drive to double participation and become a world class governing body.

Main Responsibilities

The priorities for the role are:

- **High quality delivery of BWB Programmes** – efficiently communicate with partners such as Regional Associations, venues and tutors to deliver central BWB programmes such as Skills Camps, Regional Performance Centres and others. Increasing participation and improve experience of attendees
- **Increase participation in the BWB Education Programmes** - deliver high quality competitions, engaging effectively with local partners to increase participation and links into the community club network
- **Embed a culture of best practice within the club network** – support community clubs to develop a high performing club structure that promotes success and long term sustainability through the delivery of Clubmark
- **Ensure high quality Monitoring and Evaluation** – Support the reporting of key funders by producing regular stats and progress reports for all BWB programmes, and partners such as Sport England, TASS and Sportsaid
- Undertaking other duties as appropriate to achieve BWB objectives.

Drive - United - Pride - Grit



PERSON SPECIFICATION – Projects Officer

	Essential / Desirable?
SKILLS / COMPETENCIES	
Verbal communication – able to express your ideas clearly and confidently in speech	E
Written communication – able to express your ideas clearly in writing	E
Initiative / self-motivation – able to act on initiative, identify opportunities and proactive in putting forward ideas and solutions	E
Drive – determination to get things done. Make sure things happen and constantly looking for better ways of doing things	E
Planning and organising – able to plan activities and carry them through effectively	E
Flexibility – adapt successfully to changing situations and environments	E
Time management – manage time effectively, prioritise tasks and able to work to deadlines	E
EXPERIENCE/KNOWLEDGE (specific to the role)	
Understanding of sport development and the UK sporting landscape	E
Understanding of the factors that impact on sports participation	E
Knowledge of day to day governance, management and operations of sports clubs	E
Good understanding of National governing Body structures and delivery methods	E
Experienced in the management and protection of sensitive or confidential information	E
Excellent IT skills; databases, Microsoft suite	E
Excellent customer service standards	E
QUALIFICATIONS	
HND / Level 5 equivalent	D

Useful information

The appointment will be subject to a Disclosure and Barring Service check.

For more information, including an overview of our strategy please visit our website:

<http://www.britishwheelchairbasketball.co.uk/gbwba/index.cfm/about-british-wheelchairbasketball/governance/>

There will be occasional travel and unsociable hours such as evenings and weekends involved with the post.

BWB are responsible for ensuring the health, safety and welfare of all involved with wheelchair basketball through implementing the highest standards of delivery and compliance with Policies and Procedures.

It is the British Wheelchair Basketball's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, age, sexual orientation, religion or belief, or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Drive - United - Pride - Grit



Please send a covering letter and CV to h.lee@britishwheelchairbasketball.co.uk by Midnight on Sunday 31st March or post to BWB, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF