**Goalball UK**

**JOB TITLE: Goalball UK Project Officer**

* Fixed Term Contract until March 2021 (extension pending)
* Full time (Includes evening and weekend work)
* £18,000- £23,000 (Depending on Experience)

**MAIN PURPOSE AND SCOPE OF THE JOB**

To complement the professional work of Goalball UK (GUK) by taking responsibility for GUK’s Children and Young Peoples projects including, but not exclusively a specific Talent Project . To include Sports Aid (Backing the Best) Goalball Academy funded project, under an agreed system of supervision. To monitor, assess and report on individual group and project achievement, progress and development.

**POSITION IN ORGANISATION**

**Reports To:** National Talent Lead

**Responsible For:** *Taking a lead role delivering GUK’s Find The Next project and working with all relevant partners, under an agreed system of supervision. Support the Return to Play of Goalball UK*.

**Budget Responsibilities:** Working under the supervision of the National Talent Lead the candidate will ensure budget requirements are met.

**DUTIES AND KEY RESPONSIBILITIES**

**Main Responsibilities:**

* Co-ordinate and deliver the GUK’s Find the Next project
* Support the integrity of these programmes and competition through fair and correct procedures.
* Train and support volunteers to fulfil volunteer roles
* Lead on managing a portfolio of delivery partners with the National Development Manager, National Talent Lead, CEO and workforce to ensure quality delivery.
* Support GUK’s national domestic competition calendar following COVID-19 lockdown.

**Project planning and feedback:**

* To coordinate, deliver and track the project management plan for the programme, working with individuals and groups to ensure each project is delivered on time and meets expected delivery dates.
* Coordinate the process of completing the agreed feedback process with all stakeholders including: funders, participants, parents and carers, volunteers, partner schools, local authorities, County Sport Partnerships etc.
* Coordinate and deliver the process and publication of information. sharing to GUK’s colleagues, directors and external stakeholders
* Advise and support partners by linking to GUK’s support, promote all aspects of the projects to all external stakeholders and organisations across the UK.

**Other**

* To act as an ambassador for all GUK’s projects throughout the UK and to raise and reinforce the profile these.
* To undertake any other duties relevant to this post as directed by the appropriate line manager.
* To ensure that GUK’s policies and procedures are implemented and respected both by GUK and its partner organisations.

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education + Qualifications** | Sport degree or vocational qualification.  Goalball UK Referee Qualification | UKCC Level 2 coaching qualification or equivalent.  IBSA Refereeing Qualification |
| **Experience** | Experience of delivering sport/activity sessions within a variety of environments to an array of different group sizes and abilities  Worked with people who are blind or partially sighted.  Experience of working with and alongside others to complete a project with a specific outcome.  Experience of working with volunteers.  Experience of working with children and young people  Experience of delivering goalball | Experience of engaging with community groups.  Previous experience of delivering workshops/courses to small and large groups  Experience of monitoring and evaluating projects and programmes. |
| **Abilities / Skills/ Knowledge** | Strong coaching/leadership/organisation skills that can be transferred into a school, event and goalball environment  Strong interpersonal skills and a team player with the ability to encourage support and persuade others.  Awareness of the needs of children & young people  Excellent written and verbal communication skills, including strong report writing skills with an ability to communicate effectively and confidently to individuals and groups.  Ability to form positive relationships with key stakeholders. Including but not exclusively schools, academies, active partnerships, funding organisations and local authorities  Self-reliant, work independently as required, pro-active, able to take responsibility for areas of work and display initiative in solving problems.  Strong IT Skills including Microsoft Word, Excel, and Outlook.  Ability to manage projects for external funders  Enthusiasm and a genuine interest in this area of work, particularly in sport, coach development and working with a minority sport. | Have a good knowledge of the sports industry.  Good understanding of the issues relating to vulnerable and disadvantage young people  The ability to write successful grant applications  Full and current driving licence and access to a car. |

**To Apply**

Please send a letter of application outlining how you meet the specification above supported by a CV (no more than 3 pages), including 2 referees to:

Mark Winder, Goalball UK, English Institute of Sport Sheffield, Coleridge Road, Sheffield, S9 5DA or email [mark@goalballuk.com](mailto:mark@goalballuk.com)

We aim to be an equal opportunity employer and are determined to ensure that no applicant or employee receives less favourable treatment.

Due to the expected high number of applications we will unfortunately be unable to respond to unsuccessful applicants at this stage.

Closing Date Tuesday 11th August 2020 by 12 noon.