COACH CORE

PROGRAMMES PROJECT OFFICER

APPLICANT WELCOME PACK

We have an exciting opportunity for a Programmes Project Officer to join our team! The post holder will support the growth of programmes nationally, ensuring high quality programme management, support and evaluation. The role will incorporate a Level 4 Associate Project Manager Apprenticeship.

Hours

37.5 hours per week

Salary

Up to £25,000

Location

London HQ with a blend of home working and UK site travel

Contract

18-month fixed term

Coach Core Foundation, registered charity in England and Wales: 1186782

Introduction to Coach Core

The Coach Core Foundation (CCF) is a social mobility charity that uses community sports apprenticeships to change the lives of young adults across the UK, particularly those who may experience barriers, discrimination, and lack of opportunities.

By positioning ourselves as the springboard into a new career pathway, we can work with young people, employers, and sector partners from around the UK to create a truly impactful programme. You can find out more about us and our ambitious 3 year strategy here.

We are now looking for the right individuals to help drive this vision forwards and bring the Coach Core offer to more young people than ever before, at a time when it has never been needed more.

Who we are looking for

We require a pro-active individual who has already developed a strong foundation in project management. The candidate must thrive in an environment where no day is the same but will always remain focussed, accountable, and able to deliver on a deadline. They must be able to balance the demands of the role and the apprenticeship by continually showing strong time management and prioritisation skills. An advocate with real passion for sport, sport for development and the power of young people is a must.

In return, we offer a truly exciting role in an amazing team that will accelerate your development and reputation nationally, and with many of the major organisations in the sector. We also see this role as a long-term opportunity with pathways to progress for the right candidate.

WHO WE ARE LOOKING FOR

The successful candidate will:

- Have an ability to connect with people as individuals, continually looking to encourage and support them.
- Be passionate about their work and committed to being a voice for young people.
- Be trustworthy, open and transparent
- Possess exceptional due diligence and analytical skills, to ensure that any reports and projects required by the charity are completed to the highest quality.
- Lead on projects when required and happy to assist others.
- Be calm under pressure, deadline focussed and able to prioritise the key jobs and projects when there are frequently multiple requirements and requests made.
- Strive to develop themselves and maintain the highest possible standards to meet the role demands.
- Be articulate and take pride in the quality of their work.
- Have 2-3 years of experience in a relevant sector working with elements of project management and/or multi stake holder management.

Preferred skills/experience (not essential):

- Experience in the Sport for Development sector and/or a practicing coach or fitness professional.
- UK driving licence and access to own vehicle.
- A-Levels / Level 3 apprenticeships in a relevant field plus Maths and English pass marks.



ABOUT THE ROLE

The role

The project officer role will support the growth of programmes nationally ensuring high quality programme management, support, and evaluation. The role will provide critical support to three senior managers, in addition to the responsibility held for individual projects too. The role will be continuously reviewed to ensure it reflects the needs of the charity.

It will also incorporate the opportunity to gain two new, powerful qualifications; the Level 4 Associate Project Manager Apprentice Standard and the Associate for Project Management 'Project Management Qualification' (PMQ). This is the flagship project management qualification awarded by the chartered body for project professionals and will be start in October 2021, last for 13 months, and is fully funded by CCF.

You will:

- Work with the wider CCF team to support the over-arching strategic goals of the charity.
- Build and maintain close relationships with all Coach Core partners and stakeholders.
- Compile data and report on programme progress.
- Support programme set up and evaluation, including initial due diligence of new partnerships.
- Write and collect case studies and other relevant monitoring and evaluation information.
- Gather research and map out new employers and location.
- Champion success and positive developments whilst also 'checking and challenging' concerns/issues.
- Provide 1:1 follow up with beneficiaries.
- Provide peer support for colleagues and/or conduct additional roles as required by the charity.

Relationships (internal & external)

- Coach Core staff, trustees and any other key individuals linked directly to our charity.
- Coach Core employers and their apprentices
- Our educational providers
- Like minded and linked organisations from the charity/sports for change sector

ABOUT THE ROLE

Salary and benefits

Hours

37.5 hours per week

Salary

Up to £25,000

Location

A blend of home working, UK site travel, and an expectation that the candidate will work from our London office regularly too.

Contract

18-month fixed term – inclusive of a Level 4 apprenticeship.
Potential for a permanent role at the end of the term.

- Competitive salary from the outset (not apprenticeship wage); 4% matched employer pension scheme
- 25 days holiday (plus UK statutory/bank holidays)
- Expenses paid for any UK travel for Coach Core purposes
- Death in service cover and employment insurance as standard
- CPD budget and a commitment to aid your development and ambitions whenever possible.
- Showers, gym, and secure cycling facility as part of our inspiring head office location at The Oval

The apprenticeship

This role will be an apprenticeship position, with the post-holder working towards a Diploma in Project Management. The apprenticeship education is a blend of guided online learning, bi-weekly contact time with your tutor and quarterly workshops with your peers. It incorporates 11 key modules of learning throughout the 13 months:

- Leadership & Teamwork
- The Situational Context of Projects
- Structure of Organisations and Projects
- The Project Life Cycle, Planning for Success
- Stakeholder Management & Communication
- Scope Management
- Schedule and Resource Management
- Procurement, Risk & Issue Management
- Quality Management.

By the end of the programme, you will achieve professional certification as a project manager, learn valuable tools and frameworks to support project management and develop the leadership behaviours to strengthen your project management career.

APPLICATION INFORMATION

How to apply

To apply please submit a CV and covering letter, taking note of the Job Description, and email it to info@coachcore.org.uk

Timeline

Application closing date: Friday 23rd July 2021
Selection Interview Event: 3rd August
Second round, 1:1 interviews: 5th August

Further information

Candidates must be available for interview on both dates indicated without exception. Interviews will be held online via Zoom and will be a blend of practical tasks as well as 1:1 interviews. Full details available to successful applicants.

Safeguarding statement

Coach Core is committed to safeguarding the welfare of our apprentices, their employers, our partners, and the communities in which each of these operate. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

