

JOB DESCRIPTION

JOB TITLE	Project Officer
REFERENCE #	VBE
REPORTS TO	Strategic Manager – Volleyball for Life
BASED AT	Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

JOB PURPOSE

Primarily within the Volleyball for Life area of the business, this role will be instrumental in planning, organising and overseeing courses that will help to create fantastic experiences for coaches, volunteers, referees and players. The project officer will support the delivery of a wide range of projects and programs as well as general office support and support to senior managers.

KEY RESPONSIBILITIES

Course Planning and Delivery

- Understanding how many courses the volleyball community needs
- Planning an annual programme of courses, ensuring that both Workforce Weekends have a full geographic coverage. Courses published at least three months ahead of time
- Leading booking venues and tutors within a set budget, and the completion of all required documentation including risk assessments, POs and access to training material.
- Setting up and manage and courses and course bookings on VolleyZone
- Managing course delivery from set up through to certification following established processes
- Managing cancellation policies
- Managing 1st4sport procedures

Course promotion

- Supporting the Communications Team to regularly promote courses in newsletters and across social channels
- Providing content to the Communications Team to raise the visibility of learning and development opportunities on an ongoing basis
- Keeping the course information on the Volleyball England website up to date and accurate

Customer/Tutor Support

- Being the central point of contact for any learning and development related enquiries (phone, email, and social media)
- Managing the coaching and refereeing inboxes

Course reporting

- Keeping track of income and expenditure using the course budget tracker
- Keeping the courses report up to date and accurate
- Evaluating and monitoring activities and projects using performance indicators
- Maintaining records and producing written reports.



General

- Supporting projects that exist and emerge from the Volleyball England strategy.
- Supporting the marketing and promotion of all Volleyball England projects and programs, its campaigns, services, to enhance the income generating potential of Volleyball England.
- Contributing to the team's overall work on continuous improvement.
- Providing regular updates to project leads and coordinators concerning the progress of projects and initiatives.
- Coordinating, delivering and promoting relevant activities and events, often within a specific community or to targeted groups.
- Attending relevant meetings, seminars and conferences.
- Managing resources and identifying potential opportunities for external /commercial funding.
- Nurturing and maintaining links with relevant stakeholders.
- Supporting office functions including answering telephones, processing mail and any other duties required to ensure the smooth running of the office environment.
- Any other administrative and support duties as directed by the Chief Executive Officer.

PERSONAL PROFILE

Essential	Desirable
An interest in sport or education	Experience of working in a customer facing role
Understanding of working cooperatively with staff, volunteers, partners to meet shared objectives	A can-do attitude, results driven and an understanding of timelines
Delivering projects and programmes within defined budgets and timelines	Experience of Microsoft Excel and other database and information retrieval systems
Effective communication, both verbally and in writing	Knowledge of the structure of national governing bodies
Ability to demonstrate strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team	
Research and analyse information to identify needs and drive forward projects	
Demonstrate the ability to deliver accurate and clear reports using a high level of IT skills	
Understand local and national priorities and programs	
A proven ability to work on multiple projects and prioritise workload	



CONTRACTUAL DETAILS

JOB TITLE	Project Officer
SALARY	£15,000 - £20,000
TENURE	22.5 hours per week, fulltime
ANNUAL PAID HOLIDAY	22 days (pro-rata for part time workers) per year, increasing to 25 days (pro-rata for part time workers) in the second (and subsequent) years of service. 8 Bank/Public Holidays 2 ¹ / ₂ Privilege Days
HOURS	37.5 Hours Per Week
NOTICE PERIOD	4 weeks in year one

A contributory pension scheme is available.

A no-smoking policy is operational in the National Office and VE cars.

A cycle to work scheme is available.

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org. Volleyball England is a 'Disability Confident Committed' employer.

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on [HERE](#)

This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.

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