

ROLE DESCRIPTION

ROLE TITLE	Project Officer – ThisCumbrianGirlCan
REPORTS TO	ThisCumbriaGirlCan Project Lead Officer
LOCATION	Field based in Cumbria

NATURE AND SCOPE

The role holder will use #ThisGirlCan guidance and approaches to develop a community-led initiative to encourage more women to become more active across Cumbria.

This will involve facilitating existing sports and fitness activity providers and community organisations to work together, developing a positive online community which celebrates and promotes women's and girls' activities across Cumbria, and coordinating the development and promotion of events.

KEY ACCOUNTABILITES

- Play an active role in the development and facilitation of a project steering group.
- Oversee the plans for the project, and delivering the actions required.
- Build strong relationships with local sports and fitness providers and community organization to develop a partnership, and a community-led approach to inspiring, encouraging and supporting women and girls to become more active.
- Develop an active online community, communications materials and well organized events with the support of partners across Cumbria.

RESPONSIBILITES

- Support the development and management of a project steering group, with representatives from a range of key organisations and representative stakeholders for the ThisCumbrianGirlCan initiative
- Set up processes to effectively manage communications with a wide range of stakeholders across Cumbria.
- Support sports providers and community groups to find out what women want and to adapt accordingly.
- Create communications materials using the guidance and brand requirements of Sport England's #thisgirlcan campaign.
- Hold regional and digital events to engage with stakeholders to help scope the shape of the #ThisCumbrianGirlCan initiative.
- Work with partners to plan and run events to engage with women and girls in the places that they hang out to inspire, encourage and support more women and girls to be active across Cumbria.
- Produce vibrant and locally relevant materials and work with others to produce materials to inspire, encourage and support women to be active across Cumbria.
- Produce simple project reports.
- Maintain a project legacy plan with key partners for approval of the steering group. Actions from which will need to be delivered during the term of this post, by the post holder and others.

- Support/lead the development of further bids for funding or resources, or development of mutually beneficial partnerships to further this initiative.
- Maintain high professional standards and the promotion of these standards in the community of the RFU and #ThisGirlCan brand.
- Act as an ambassador for, and promote the best interests of the RFU at all times, including the promotion of the RFU Core Values.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Experience of participating in physical activity, and involvement in women's/girls activities.
- Experience of developing and maintaining relationships with key stakeholders.
- Experience of communicating effectively through social media.
- Organisation of events, projects or activities.
- Current RFU Enhanced CRB disclosure (need to secure this prior to starting employment).

SKILLS & PERSONAL ATTRIBUTES

- A passion for inspiring, supporting and encouraging women and girls to be active.
- Able to communicate effectively and to present a highly professional image, including through social media platforms.
- Able to establish positive working relationships with voluntary and professional staff in a range of organisations and with individuals.
- Demonstrate a thorough approach to delivery, and be able to organize themselves and others effectively.
- A strong empathy with those becoming involved in sport for the first time.
- Ability to develop and communicate plans effectively (written and verbal), and to deliver and monitor delivery against the plan.
- Have the capacity to travel across Cumbria for meetings/events as required by the post.
- Good I.T. skills and be competent in the use of e-mail and Microsoft Office applications - Word, Excel and PowerPoint
- Committed and able to work some weekend and evening hours to meet the needs of the community-led initiative, on the understanding that the post holder will influence the project to enable them to maintain an effective work-life balance.
- Able to balance hard work and commitment to the role with a sense of fun and enjoyment.

ADDITIONAL INFORMATION

- All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.
- Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.