

# Active Partnerships National Organisation Project & Administration Support Officer

## Overview

**Full time, Contract until 31 March 2025**

**Circa £26-28,000** (dependent on suitability) with attractive benefits package

Home based with travel across England

Reporting to: Programme Director

**The Active Partnership Team are looking for an experienced Project and Administration Support Officer to join our team on a full-time basis to help support the delivery of a new programme on behalf of the Active Partnerships network.**

**This is an exciting opportunity to create sustainable and impactful change in the level of access to sports facilities across England. The project will make a direct and measurable contribution to our mission of transforming lives through sport and physical activity.**

[www.activepartnerships.org](http://www.activepartnerships.org)

## To apply

To apply send an up-to-date CV and covering letter (of no more than 2 pages) to

Heidi James, National Team, via [hjames@activepartnerships.org](mailto:hjames@activepartnerships.org).

If you'd like an informal discussion about the role get in touch with Relationship Partner, Helen Pring via [hpring@activepartnerships.org](mailto:hpring@activepartnerships.org)

**Closing date for applications: Mon 12th Dec.**  
**1st round interviews Fri 16th Dec (online).**  
**2<sup>nd</sup> round Tues 20th Dec (Birmingham).**

## Diversity commitment

*We're building a culture where diversity is valued and we can all be ourselves. We still have work to do but are strongly committed to inclusive practices which demonstrate fairness, equality and anti-racism in everything we do. We will not tolerate less favourable treatment of anyone, especially those with legally protected characteristics, and welcome applications from all sections of communities, particularly those under-represented in our organisation.*

## The role

*Do you excel in organising projects at scale?  
Would you like to make a difference in a national programme that will help more people be active?  
Are you able to drive action through excellent communication and strong IT skills?*

You will be required to support the Programme Director in the implementation of the programme throughout England. This includes connecting and supporting colleagues in the Active Partnership network who are delivering the programme on a place-based level in addition to liaising with partners and supporting their implementation phases.

Furthermore, you will help define an effective evaluation process including setting up for collection and dissemination of the required data. It will be key to be able to demonstrate the positive impact of the programme on children and young people and local communities in England and enable improvements through analysis and sharing of feedback appropriately and effectively.

It is anticipated that Smartsheets will be a key project co-ordination tool. The Active Partnerships National Team are introducing Smartsheets both within this programme and more broadly across our work therefore, the post holder will be key to the effective adoption of this method of work within our organisation.

The post holder will also be responsible for ensuring there is a clear grant management process for projects, consequently an understanding of financial and/or grant management would be beneficial.

**Job Description: Project and Administration Support Officer**  
**Salary: circa £26-£28,000 (dependent on suitability) with attractive benefits package**

<b>Overall purpose:</b>
Support the Programme Director in the implementation of the programme throughout England.
<b>Reports to:</b>
Programme Director
<b>Main relationships:</b>
Connecting and supporting colleagues in the Active Partnership network who are delivering the programme on a place-based level in addition to liaising with partners and supporting their implementation phases.
<b>Duties and responsibilities</b>
<ul style="list-style-type: none"> <li>• Support and liaise with the Programme Director daily to achieve the desired outcomes</li> <li>• Primary responsibility for the day-to-day administration of the programme</li> <li>• Act as point of contact for Active Partnership colleagues and consortium partners</li> <li>• Represent the organisation in relevant meetings</li> <li>• Capture data and key information for reporting via the use of Smartsheets</li> <li>• Support any grant management process as a key part of the finance function</li> <li>• Work as part of a small team whilst supporting a large body to ensure the programme is implemented on time and within budget</li> <li>• Continuously evaluate the impact of the programme against the key performance indicators</li> <li>• Focus on connecting, enabling and supporting colleagues and system partners</li> <li>• Work with National Team colleagues to setup Smartsheets to support the work of the National Team</li> </ul>
<b>Skills, values and behaviours</b>
<ul style="list-style-type: none"> <li>• Excellent IT skills. Ideally including expertise in the effective setup and use of Smartsheets and /or Excel. However, we welcome applications from candidates who are strong on the areas below and with aptitude and drive to develop software skills quickly</li> <li>• Experience of administering financial transactions would be desirable</li> <li>• Is passionate about transforming lives through sport and physical activity thus making active lives the social norm for everyone.</li> <li>• Has experience in co-ordinating multi-agency projects</li> <li>• Excellent at building effective working relationships with colleagues and partners</li> <li>• Experience in working with a team of people to work towards a desired outcome.</li> <li>• Excellent attention to detail when undertaking tasks specifically evaluation and data modelling</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Is articulate with excellent written and verbal skills enabling them to effectively communicate at all layers of an organisation and beyond.</li> <li>• Demonstrates a proven desire and ability to positively help foster a high performing, values-driven team culture with an open-minded focus</li> <li>• Shows confidence in checking and challenging strategic thinking and ways of working to influence continual improvement and development</li> <li>• Has high emotional intelligence demonstrating an ability to be self-aware and perceptive and can call on an understanding of their own and others' emotions and behaviours to ensure a collaborative, inclusive and diverse approach to working with people.</li> </ul>