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**JOB DESCRIPTION**

**Project Development Coordinator (Active Lifestyle Programme)**

**Accountable to:** Opportunities & Development Manager & Fitness Manager

**Responsible for:** Project volunteers and student staff

**Hours:** 37 hours per week

**Contract Length:** 12-month fixed term

**Location:** Any LSE SU locations

**JOB PURPOSE**

1. Responsible for delivering the current Active Lifestyle programme offer including; recreational activities, intramural leagues, club beginners courses/ sessions, society activities, halls activity offers, and one off events
2. Responsible for the research, development requirements and implementation Project to incorporate the Active Lifestyle Programme into an overall future Fitness & Wellbeing provision
3. Responsible for supporting Active Lifestyle programme activators, and student staff and the recruitment and performance monitoring of coaches, instructors and any other contractors required to deliver the current programme.

**KEY RESPONSIBILITIES**

1. **Responsible for delivering the current Active Lifestyle programme including recreational activities, intramural leagues, club beginners courses/ sessions, society activities, halls activity offers, and one off events**
* Responsible for coordinating the delivery of activity sessions, including facilities booking, coordinating delivery staff and advertising the programme
* Contribute to the Activities team operational planning by planning the tasks and events relating to Active Lifestyle programme
* Responsible for coordinating and managing the delivery of weekly intramural leagues/games, including venue hire, tracking of students and troubleshooting.
* Liaise with the Communications team to market and promote the Active Lifestyle programme including managing social media promotions
* Responsible for management of Active Lifestyle programme finances including analysing and producing regular reports
* Liaise with external partners to seek new sport related opportunities for students, including National Governing Bodies, Local Government and other relevant organisations
* In conjunction with Department Managers, find and apply for external funding when appropriate opportunities arise
* Developing Active Lifestyle profile within the LSE community and developing partnerships with relevant LSE teams and departments and putting forward evidence-based ideas for improvements to Active Lifestyle, clubs, the Athletics Union, and other athletic activities
* Provide information relating to Active Lifestyle programme for key reports and meetings as required
* Contribute to all team and department strategic and operational planning as appropriate
1. **Project Responsibility for incorporating the current programme into the organisation’s future provision**
* Responsible for research, development, planning and implementation project to incorporate the Active Lifestyle provision into an overall Fitness and Wellbeing offer
* With regular consultation with students, elected officers, SU departments, LSE departments, and any external bodies analyse the current content
* Responsible for researching to understand what a future Active Lifestyle provision should and could offer, determine success criteria and make recommendations
* Responsible for planning and developing a sustainable strategy for the continuation of the provision which can continue after project funding has ceased.
* Responsible for liaising with internal teams to establish an implementation, transition and launch plan where appropriate.
* Responsible for monitoring of any project finances including analysing and producing regular reports as well as incorporation of budgets in the implementation plan
* Responsible for all project administration, logs and progress records
* With the support of the Data officer, produce monitoring and KPI plan to measure ongoing success, taking particular note of the first 2 months into any new ‘BAU’.
* Review the project, produce a robust and reflective summary.
* Contribute to all team and department strategic and operational planning as appropriate.
1. **To support current and project aims, responsible for supporting Active Lifestyle programme activators, student staff and recruitment of contractors**
* Responsible for recruiting, training and supporting current Active Lifestyle programme Student Activators
* Responsible for recruiting and coordinating student staff
* Responsible for the safe recruitment of appropriate coaches and instructors and monitoring performance for current programme and recommendations on recruitment for future provision.
* Responsible for providing volunteers with up to date guidance on systems and processes relating to Active Lifestyle programme Student Activators
* Responsible for advising and developing Active Lifestyle programme Student Activators sports clubs on specific events or projects
* **GENERAL DUTIES**

In addition, all staff have the following general duties in their job descriptions:

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher’s and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff

Any other tasks that would be deemed suitable within this role as directed by line manager

**PERSON SPECIFICATION**

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| **CRITERIA** | **Essential**  | **Desirable**  |
| **EXPERIENCE** |  |  |
| Experience of sports and recreation project management or events planning/programming  | ✓ |  |
| Partnership development and relationship management within the sporting, cultural or Higher Education sectors | ✓ |  |
| Working with volunteers or elected individuals to help shape their opinions and views |  | ✓ |
|  Experience of blending and transitioning a funded project into viable business as usual.  |  | ✓ |
| **KNOWLEDGE** |  |  |
| An understanding of the potential that the of role sport and activities play in the student experience, in students’ unions, at universities and wider HE sector | ✓ |  |
| Understanding of the sporting and wellbeing offer in London  | ✓ |  |
| Wider understanding of the Student movement and the current HE sector | ✓ |  |
| Knowledge of project management processes and best practice | ✓ |  |
| **ATTRIBUTES AND SKILLS** |  |  |
| Experience communicating effectively with a range of diverse audiences, both verbally and in writing | ✓ |  |
| Excellent Relationship building skills including networking, and partnership building | ✓ |  |
| Problem solving skills and an entrepreneurial innovative approach | ✓ |  |
| Self-motivation and self-reliance | ✓ |  |
| High level of administrative, data analysis, report production and budget monitoring skills.  | ✓ |  |
| **VALUES AND ETHICS** |  |  |
| Passionate about sport, fitness and wellbeing and getting others active  | ✓ |  |
| Desire to work within organisation servicing a culturally diverse membership, including understanding and commitment to equal opportunities | ✓ |  |
| Show resilience, stamina and determination to sustain performance when under pressure from a high volume of work and conflicting priorities | ✓ |  |
| Demonstrably high standards of personal integrity | ✓ |  |
| Desire to work within a democratic, student-led environment | ✓ |  |
| A willingness to work flexibly with occasional weekends and evenings required. | ✓ |  |