

JOB DESCRIPTION

Position:	Projects Manager
Location:	Disability Sport NI, Airport Road West, Belfast
Reports To:	Community Sport Manager, Disability Sport NI
Salary:	Salary Scale NJC Point 33 - 36 (£29,323 - £31,601)
Hours:	37.5 hours per week. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekends. Time-off-in-lieu will be allowed in respect of working evenings and weekends.
Duration:	Fixed Term Contract until March 2020 (with the possibility of extension subject to funding)

Background Information:

Disability Sport NI is the main disability sports charity in Northern Ireland working to improve the health and wellbeing of children and adults with disabilities through sport and active recreation.

The organisation works with people with physical, sensory and learning disabilities of all ages, and with schools, disability groups, sporting organisations and clubs to ensure that everyone can benefit from the health, social and educational benefits of sport and active recreation.

Disability Sport NI believes that every person with a disability has the right to participate in all aspects of society, and is committed to building a more inclusive society where people with disabilities have an equal opportunity to lead a full, active and healthy lifestyle through sport and physical recreation.

Further information on the work of Disability Sport NI is available at www.dsni.co.uk .

Live Active NI is a Community Interest Company established by Disability Sport NI to run health and wellbeing related active recreation projects which will benefit everyone in the community, with a particular focus on people with disabilities, people with long term health conditions and older people.

Further information on the work of Live Active NI is available at www.liveactiveni.co.uk .

Job Purpose:

The post holder will be responsible for the management of existing Disability Sport NI and Live Active NI sports and active recreation participation projects, as well as contributing to the development of new projects.

This will involve managing a team of six staff in the following participation projects in the Belfast City Council; Armagh City, Banbridge & Craigavon Borough Council and Derry & Strabane District Council areas:

- **Get Out Get Active Project funded by Spirit of 2012:** The delivery of two projects in 'Derry City & Strabane District Council' area and 'Armagh City, Banbridge & Craigavon Borough Council' area.
- **'Every Body Active' Project funded by Belfast City Council & Sport NI:** The delivery of three active recreation projects in North & West Belfast, South & East Belfast and the Belfast Hub project.
- **Inclusive Sport & Leisure Project funded by Armagh City, Banbridge & Craigavon Borough Council:** The delivery of an inclusive sports and recreation programme for people with disabilities living in the area.

Main Duties and Responsibilities

Project Management

- To manage existing and future sport and active recreation participation projects.
- To effectively manage project budgets.
- To produce and review project operational plans on an ongoing basis.
- To manage and review the performance of project staff on an ongoing basis.
- To develop and maintain excellent relationships with project partners and key stakeholders.
- To manage all project data in line with Disability Sport NI and Live Active NI's data protection policy.
- To prepare and submit regular project reports to management and/or funding organisations.
- To plan and manage the effective monitoring and evaluation of projects.
- To establish and facilitate the development of project forums and committees.

Communications & Engagement

- In liaison with the Communications & Engagement Officer to plan and implement a communications plan for all projects.
- To manage and co-ordinate all of the projects presence on social media platforms including 'Facebook' and 'Twitter'.

Training & Volunteering

- To plan and implement a programme of training, education and learning opportunities for project staff and volunteers to include the organisation of workshops and seminars.
- To manage the recruitment and training of volunteers to support the effective implementation of projects.

Planning and Project Development

- To develop new project ideas and to contribute to the development of strategic plans for Disability Sport NI and Live Active NI.
- To conduct research on funding opportunities available for new projects.
- In liaison with the Chief Executive to prepare and submit funding applications to the statutory and corporate sectors and to charitable trusts and foundations.

Safeguarding

- To be responsible for implementing the organisation's policies and procedures designed to protect the welfare of children and young people and adults at risk of harm or abuse involved in all projects.
- To ensure that all relevant project staff and volunteers are trained in the areas of safeguarding.
- To ensure Access NI checks are carried out on project staff and volunteers in line with Access NI guidelines.

Other Responsibilities

- To carry out any other duties commensurate with the grade and level of responsibility of the post.