



**European Union**  
European  
Social Fund



**Active  
Lancashire**  
SPORT / HEALTH / INSPIRE

# Role profile

## Project Support Officer



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Social Fund



## Post

Project Support Officer

## Salary

£22,183 - £24,982

## Location

Hybrid working, a combination of working remotely from home and working from our Leyland office. Travel to events and meetings across Lancashire may be required to meet project needs.

## Reporting to

Relationship Manager

## Contract

37 hours, full time, fixed term until 31/12/2023

## Benefits

Flexible working hours; free parking (Leyland office); access to Local Government Pension Scheme; 33 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave and Wellbeing Day; regular wellbeing activities, wellbeing hour and team development activities; A commitment to your professional development

## About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

## Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



# Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

## Working Together



We drive partnerships and work collaboratively

## Everyone counts



We value, respect and appreciate every voice

## Forward Thinking



We are innovative, bold and strive to improve

## Influencing change



Inspire others to change behaviours and improve lives

## Passion



We are passionate about what we do and care how we do it

## People first



People are at heart of everything we do

# The role

The Project Support Officer will work as part of the operations team and support cluster based work across Lancashire, with particular emphasis on supporting cluster leads and partners with the monitoring and reporting of the MPT Steps programme. The Project Support Officer will also be required to work closely with wider project teams to capture and promote project impact and develop and promote health and wellbeing opportunities.

We are seeking a well organised, proactive and self-motivated individual to support the delivery of our MPT Steps project. The successful candidate will be required to communicate with a wide range of partners on a regular basis providing support by email, telephone and face to face or virtual meetings. The Project Support Officer will join the Engaging Communities work family which focuses on tackling inequalities in some of the most deprived communities across Lancashire.

Our values will shape the work delivered by the Project Support Officer and will contribute to successful outcomes such as excellent partnership working, improved health amongst beneficiaries and wider system changes to enable health and wellbeing to be prioritised across Lancashire.

# Responsibilities

## Data Monitoring and Management

- To ensure project data is correctly captured in line with ESF and GDPR guidance.
- To ensure project partners are supported with any data requirements and related queries.
- To provide regular performance reports to project partners, Relationship Managers and the wider ESF Grants and Finance team.
- To provide training to project partners to ensure compliance with project guidelines.

## Marketing

- To capture project impact by communicating directly with project staff and beneficiaries.
- To share and promote project impact using a variety of methods and platforms.
- To support the development of social media platforms as a means to increase project engagement.
- To work closely with the lead marketing officer in line the project campaign plan.

## Health and Wellbeing

- To work with the wider project team, project partners and project beneficiaries to share, promote and develop a wide range of health and wellbeing opportunities.
- To capture the impact of health and wellbeing initiatives by both qualitative and quantitative methods.

## Administration Support

- To support Relationship Managers with the organisation of project events and meetings.
- To communicate changes in project guidance with all project partners.
- To update and maintain the partner portal and website project pages.



# Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
<b>Qualifications and training</b>	
Grade 4 or equivalent in Maths and English.	E
Grade 4 or equivalent qualification in I.C.T.	E
Honours degree or equivalent.	D
<b>Experience</b>	
Experience of data management and adhering to GDPR requirements.	E
Experience of working towards deadlines.	E
Experience of working within an ESF funded project.	D
Experience of working in a customer focused environment.	D
Experience of working towards project outcomes and outputs.	D
Experience of using electronic data collection systems.	D
<b>Skills, knowledge and attributes</b>	
Excellent communication skills.	E
Excellent organisation and time management skills.	E
Confident at using a wide range of I.T and social media platforms.	E
Able to work within a team and be proactive when working independently.	E
A passion for health and wellbeing.	E
Knowledge of ESF programme guidance.	D

# Location

Hybrid working, a combination of working remotely from home and working from our Leyland office. Meetings and other events may require travel across Lancashire.

We are reviewing our longer-term way of working while these arrangements are in place, and anticipate maintaining a flexible and agile approach going forward. Homeworking risk assessments are carried out for all employees working from home.

# Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to [jobs@activelancashire.org.uk](mailto:jobs@activelancashire.org.uk) or apply via the website at [www.activelancashire.org.uk](http://www.activelancashire.org.uk).

If you would like an informal discussion about the role, please contact Sarah Dunne (Relationship Manager) on 07861923565.

**In addition, please provide the following information:**

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy](#) | [Active Lancashire](#)

## Closing date

**5pm - 18<sup>th</sup> March 2022**

## First stage interviews

**W/C 28<sup>th</sup> March 2022**

All successful candidates will have been contacted by 25/03/2022. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

