

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Opening School Facilities Programme Manager
Reporting to:	Director of Development
Location:	Office based role (Lincoln), some working from home in line with government guidelines. Lincolnshire wide travel will be essential when permitted, to include school site visits and remote working.
Contract:	Full time, fixed term – March 2022. Secondments and consultancy arrangements will be considered.
Salary:	£28,001 - £32,000 PA (depending on experience)
Benefits:	Private health care, 25 days holiday (plus bank holidays) pro rata, pension contribution scheme. Benefits may vary for secondment and consultancy arrangements.

About Active Lincolnshire

Active Lincolnshire is a charity and one of 43 recognised Active Partnerships supported by Sport England. It is our aim to provide opportunities for everyone in Lincolnshire to be active every day. We are particularly focussed on supporting those who are inactive to become active and on physical activity helping to tackle health and wider inequalities. We are a value-based organisation and demonstrate our values in all that we do and how we work.

Active Lincolnshire recognises that activity levels are affected by a complex system of influences and no single organisation or programme can create sustainable change at scale. By working together, across the whole system we can influence, advocate, educate and collaborate to make the changes and remove the barriers to people being more active, more often.

About the role

Active Lincolnshire is seeking to appoint to this new position to deliver the charity's work with schools, based on the Government announcement of a £10 million investment to help schools open their facilities for extra-curricular activities outside of the school day during evenings, weekends and holidays. The funding, which has been provided by the Department for Education, is in addition to the £1.5m awarded as part of the School Sport and Activity Action Plan.

Active Lincolnshire has been awarded funding to identify and work with schools who need and want support to re-open and/or expand their community and out of hours offer.

The postholder will work with an extensive range of education-based stakeholders and partners in order to engage with Lincolnshire schools. You will be working with schools to provide business support, advice and guidance resulting in the school's ability to offer additional activity provision for children and young people. You will link this work into wider school funding opportunities such as Holiday Activity and Food and Catch-Up Premium.

Building on relationships with the education sector the post holder will use insight and partner consultation to shape provision and identify where the funding can be invested for greatest impact with a focus on supporting children facing inequalities.

We are looking for an excellent project manager with experience in the education sector. You'll have a collaborative approach and a strong ability to build and maintain positive relationships. You'll create sustained provision for additional options for children to be active across the education sector through influencing senior leaders and driving change based on need and insight. The successful applicant will have experience of working in or with the education sector, with an understanding of the behaviours of children and young people and the challenges they face in being active. You'll be able to demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to Lincolnshire.

JOB DESCRIPTION

Purpose of the role:

- To manage the Opening School Facilities (OSF) programme for Lincolnshire and coordinate the funding process and distribution.
- To identify, encourage and support schools to open their facilities for after school, evenings, weekends and holiday use for the purposes of allowing young people more opportunities to be physically active.
- To use data, insight, and local intelligence to identify schools that can provide participation opportunities for pupils eligible for free school meals, the least active and SEND pupils.
- Develop and build relationships with schools across various levels from teaching/support staff through to senior management and governors.
- Showcase and promote Active Lincolnshire's wider portfolio of school and education projects and programmes to increase engagement.
- Support the wider education sector to inform and influence school-based programmes, for example, Holiday Activity and Food programme.
- Link schools and community provision to sustain activities in the long term.
- Support Active Lincolnshire's vision of providing opportunities for everyone to be physically active every day.
- Provide insight and learning from the OSF programme to inform wider internal and external work and children and young people engagement.
- Develop resources that can be utilised by other schools and facilities sharing best practice, guidance and case studies providing a legacy of this funding.

Areas of responsibility:

1. Lead on the delivery and coordination of the Opening School Facilities programme through working with the education sector to provide opportunities for children and young people to be active and create positive attitudes towards sport and physical activity.
2. Manage and develop the relationship between key stakeholders, partners and priority schools.
3. Build relationships with school senior leaders to identify barriers and challenges to opening facilities to the school population and for community use and explore solutions.

4. Support priority schools to design and implement pupil and/or community consultation and mapping supply and demand.
5. Capture KPI's and evidence for reporting purposes.
6. Produce reports and presentations for funders, steering groups and internal processes.
7. Gather and utilise insight and local intelligence to prioritise resources and provision for schools and young people most in need.
8. Advise and guide schools on appropriate and safe activities for the abilities and needs of the children and young people.
9. Broker relationships between schools and activity providers to provide access to a varied offer and maximise the potential for sustainability.
10. Develop a robust process for distribution of funding to schools.
11. Manage the programme budget, maintain rigorous financial procedures and reporting and monitor expenditure against budgets.
12. Link the OSF programme with national and local initiatives and programmes. For example, Holiday Activity and Food programme, School Catch Up Premium, Active Lives CYP Survey, School Games and PE recovery plans.
13. Where required support schools with digital systems for facility promotion and engagement with open data and/or searchable activities.
14. Develop resources / toolkits to support schools who have the potential and willingness to open for wider community use.
15. Collect and share good practice and success stories across networks.
16. Monitor and evaluate performance and ensure learnings are captured, shared and applied to future work.

PERSON SPECIFICATION

Essential skills and experience

- Excellent project management skills and ability to manage complex projects in a short timeframe.
- Proven experience of working with multiple stakeholders and building effective partnerships in the education sector.
- Experience of working in an educational setting.
- Understanding of the education sector, school sport landscapes and school provision and requirements.
- Experience of developing and maintaining partnerships to deliver against strategic priorities.
- Experience of driving change through creativity, collaboration and innovation to meet the needs of the target audience.
- Knowledge of the benefits, behaviours and motivations relating to physical activity for children and young people's physical and mental health with a clear ability to apply this.
- Experience of using research and insight to identify areas of need; and the ability to share and disseminate complex insight to a range of audiences.
- Experience of using and embedding learning in order to continually evolve our work to maximise impact.
- Sound budget and financial management skills.

- Evidence of your ability to manage multiple work strands simultaneously, making appropriate connections at various levels within education to maximise impact and effectiveness.
- Ability to communicate effectively, both verbally and in writing.

Desirable skills and experience

- Knowledge of school facility legislation and safeguarding implications.
- Experience of managing or operating facilities for community activity.
- Experience of delivering or providing activity for children and young people.

This post will report to the Director of Development and work closely with other colleagues as this work area develops and links to wider priorities.

Active Lincolnshire is a small team and therefore all team members are required to contribute to the organisation's priorities, supporting other areas of work as required.

Active Lincolnshire is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all with a zero-tolerance commitment to discrimination.

Application process and timescales:

Post advertised	13 April 2021
Application deadline	3 May 2021
First round interviews w/c	10 May 2021

Second interviews may be required for shortlisted candidates.

To apply, please submit the completed application form to Navaz Sutton (navaz.sutton@activelincolnshire.com) by no later than 5pm on Monday 3 May 2021.

For an informal conversation about the role please email Navaz Sutton to arrange a convenient time.