



NORTHAMPTON SAINTS FOUNDATION

HERITAGE LOTTERY PROJECT: PROJECT MANAGER

JOB DESCRIPTION

Reports to
Foundation Managing Director

Direct Reports
Sessional Coaches/Staff and Volunteers

Location
Northampton

Contract Type
Fixed term position for a period of 14 months

Hours of Work
0.4 FTE @ £30,000

BACKGROUND:

The Northampton Saints Foundation was established in 2017 and is the charitable arm of Northampton Rugby Football Club.

Housing successful programmes such as HITZ, Social Inclusion and the Study Centre, the Foundation has a clear vision to use the values of Northampton RFC and the power of sport to Educate, Inspire and Support young people and their communities.

To deliver this vision the Foundation will:

- Work with the NRFC family to showcase the club's values and heritage to drive positive change in communities across Northamptonshire and beyond.
- Deliver a range of programmes to create life changing opportunities for young people.
- Communicate the difference we make and celebrate the successes of the individuals and communities with which we work.
- Operate transparently, honestly and with strong governance to ensure the Foundation's impact is maximised.

More detail can be found at: <https://www.northamptonsaintsfoundation.org>

SPORTSMANSHIP - PRIDE - INNOVATIVE - RESPECT - INTEGRITY - TEAM WORK

REMIT:

The Project Manager will be required to lead the "The story behind Edgar Mobbs's Sportsman's Battalion" Heritage Lottery funded project for a period of 14 months. This project will explore the wider history around Edgar Mobbs and the Sportsman's Battalion – a group of 264 sportsmen from Northampton who joined together to fight in WW1, only 85 of whom returned. Working with 20 volunteers, the untold stories of the 264 men will be explored, collected, digitized and shared with the community through the development of displays, dedicated webpages and school education programmes.

RESPONSIBILITIES:

Main Duties of this post :

1. To manage, lead and coordinate the "The story behind Edgar Mobbs's Sportsman's Battalion" Heritage Lottery funded project.
2. To line manage all delivery staff employed or engaged by the "The story behind Edgar Mobbs's Sportsman's Battalion" project and to ensure that they receive relevant support. This includes staff, sessional workers, volunteers and commissioned work.
3. To outreach to and develop appropriate relationships and partnerships with local sports clubs and community groups, schools, statutory organisations and voluntary organisations who may be able to aid the project.
4. To manage, monitor and evaluate the performance of the "The story behind Edgar Mobbs's Sportsman's Battalion" project in relation to the Heritage Lottery grant.
5. Financial management of the project, ensuring grant funds are spent in line with the application and budget agreed by Heritage Lottery.
6. To provide regular and suitable reports to the Foundation MD and Trustees when appropriate.
7. To promote the concept of volunteering through encouraging project participants to take an active role in leading the project.
8. To undertake, support and monitor communication and outreach activities to raise awareness of the "The story behind Edgar Mobbs's Sportsman's Battalion" project with adults, young people and children across Northampton and further afield.
9. A commitment to the Northampton Saints Foundation Values and Aims.
10. Any other duties as deemed necessary by the Foundation MD or Trustees.

PERSON SPECIFICATION:

The following qualifications and experiences are preferred:

- Extensive experience managing projects involving multiple stakeholders
- Experience of managing a budget of >£50K
- Experience working with young people advantageous
- Experience working on or leading a Heritage project preferred
- Formal project management/programme management qualifications advantageous
- Experience in the sporting, historical, educational and/or charitable sectors preferred

Personal Attributes:

- Ability to quickly get alongside and form warm relationships with others,
- Experience of leading and coordinating youth work projects or initiatives,
- Common sense and creativity,
- Demonstrated competency in written and verbal communication skills,
- Ability to work within a team setting, with an emphasis on patience, maturity and tact,
- Ability to assist with scheduling and project planning concerns,
- IT skills including Microsoft Office,
- Excellent organisation skills.

OTHER:

SPORTSMANSHIP - PRIDE - INNOVATIVE - RESPECT - INTEGRITY - TEAM WORK

- The role description, person specification, role grade and role title may be subject to change at the discretion of the Northampton Saints Foundation and in accordance with business developments. Any changes will be communicated to the role holder as appropriate.
- Northampton Saints Foundation is an equal opportunities employer and would welcome applications from a fully diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.
- The successful candidate will need to be DBS checked.
- A full, clean driving licence is preferred.
- Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity including evenings and weekends

APPLICATION:

Please send CV and covering letter to Nicky Thompson: nicolathompson@northamptonsaints.co.uk

Closing date: 5 April 2019