

Active Lincolnshire	
Job Description	
<p>This job description outlines the key accountabilities of, and output required from, the postholder. It is not a definitive list and the role may well change and evolve over time.</p>	
Job title:	Project Lead (Maternity Cover)
Department/team/location:	Lincoln, Lincolnshire
Reports to:	Senior Project Lead
Staff responsible for:	None
Main purpose of the job:	
<p>The role will sit within the project team and will contribute towards increasing levels of sport and physical activity through effective engagement, partnerships and programme development within Lincolnshire.</p> <p>The main functions of the role are:</p> <ol style="list-style-type: none"> 1. Supporting Lincolnshire's physical activity and sport sector workforce (i.e. clubs, deliverers, coaches and volunteers) as we respond from Covid, providing sector specialist advice, guidance and training to ensure the workforce of Lincolnshire is fit for purpose. 2. Lead on Active Lincolnshire's health and wellbeing projects including 'Think Active' our mental health programme and a pre and post-natal programme. 	
Key tasks and responsibilities:	
<p>Primary responsibilities</p> <ul style="list-style-type: none"> • Be responsible for managing each assigned project • Manage each project's schedule, monitoring deadlines for every task and report on any potential delays • Arrange and co-ordinate meetings, events and activities with both internal and external stakeholders • Effectively contribute to programme development and will provide high quality advice and guidance to our partners and stakeholders • Ascertain any potential risks/issues that could affect the progression of each specific project and identify potential solutions • Excellent communication, attention to detail, ability to meet deadlines and programme a complex workload, a passion for working with people and a commitment to supporting more active lifestyles are essential skills for this role 	

General responsibilities

- Lead and manage the physical activity and sport sector workforce and the health and wellbeing projects.
- Manage all budget areas appropriately and within scope
- Represent Active Lincolnshire at networking events and meetings
- Attend and contribute to training events where necessary and when required
- Prepare reports and give presentations when and where necessary
- Meet with your line manager on a regular basis, to review progress towards agreed objectives, providing verbal and written reports as required
- Promote the vision, mission, values and social impact of Active Lincolnshire at all times
- Any other duties as requested from time to time.

Practical requirements:

The job holder must act with integrity, transparency and authenticity at all times. The job holder must be highly motivated, demonstrating a passion for the positive role that physical activity and sport can play in developing people and communities.

General

- Keep up to date with national, regional and local strategies and initiatives relating to sport, physical activity and health and wellbeing.
- Record, monitor and evaluate work including establishing and updating relevant records and the production of regular newsletter articles, case studies and impact reports.
- Meet with your line manager on a regular basis, to review progress towards agreed objectives, providing her/him with verbal and written reports as required.
- Be responsible for implementing all Active Lincolnshire's Policies and Procedures
- Promote the vision, mission and values of Active Lincolnshire at all times

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Job description prepared by:

Lynsey Norris

Date:

21.7.2021