

Legacy Project Officer Job Description

Job Title:	Legacy Project Officer
Reports To:	Chief Executive
Location:	Flexible Regular attendance at The British Wrestling Academy, Salford, M7 1RQ
Purpose:	The post holder will deliver British Wrestling's legacy ambitions working with targeted communities in the West Midlands, Northwest, and London/Southeast to deliver female wrestling activities that increase participation, retention and tackle inequalities in participation.
Contract:	Full time (37.5 hours per week) until June 2024 Flexible and unsociable hours work will be required
Salary:	£22,000
Travel:	Travel within the UK and internationally expected from time to time

Responsibilities and deliverables:

- Work with community partners and clubs to develop and implement opportunities for increasing female participation in wrestling with a focus on ethnically diverse communities and lower socio-economic groups.
- Work with the development team and coaches to deliver female only open mat sessions.
- Coordinate and deliver female only wrestling camps to develop wrestling and life skills
- Develop a digital community for young women in wrestling across the UK
- Support community partners and clubs to upskill female coaches and volunteers to deliver womens wrestling
- Work with the development team, community groups and clubs to develop best practice in womens wrestling.
- Work with monitoring and evaluation partners to monitor and analyse participation and satisfaction data to identify areas for further research or good practice development.
- Liaise with key stakeholders, other governing bodies and wrestling nations and regions to learn, share ideas and best practice.
- Work with the Membership Secretary to deliver a high quality, value for money membership experience.
- To undertake any other relevant task commensurate with the level of the role

Person Specification

Knowledge and Experience	Essential	Preferred
Experience of developing sports clubs and community organisations to enhance the participant experience	x	
Knowledge and understanding of funding for sport and voluntary sector organisations		x
Knowledge and understanding of volunteer development, motivation and management		x
Experience of planning, developing and delivering sports events or competitions	x	
Experience of engaging with females and ethnically diverse communities	x	
Demonstrable track record of success in implementing programmes to maximise participation in sport.		x
Ability to recruit, motivate and develop sport volunteers	x	
Knowledge and understanding of the UK sport sector and key stakeholders		x
Knowledge and experience of safeguarding in sport		x
Experience of managing budgets		x
Knowledge and experience of wrestling		x

Qualifications	Essential	Preferred
Educated to degree level preferably in a sports field or similar.	x	
Project Management qualification		x
Able to work in the United Kingdom	x	
UK Driving Licence and access to a vehicle	x	

Skills	Essential	Preferred
Excellent ICT skills	x	
Excellent interpersonal and communication skills	x	
Ability to work as part of a team with a can do attitude	x	
Excellent management and organisational skills	x	
Applies reflective practice to seek continuous improvement	x	