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**Job Title: Opening School Facilities Programme Manager**

**Job Description**

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| Reports to: | Education Partnership Officer |
| Responsible for | * Being the Opening School Facilities Programme Manager reporting to the Education Local Partnership Lead to support the development and implementation of the partnership’s strategic direction.
* Working to the Education Local Partnership Lead supporting the development of the Sport and Physical Activity Education theme of the strategic framework to realise the partnership’s overall vision, mission and objectives.
* Identifying and engaging with a range of stakeholders to develop collaborative working relationships across the Education theme to support the growth and development of physical activity and sport across the Black Country.
* Development of high-quality relationships across the region with key stakeholders, partners and local primary, secondary and special schools to enable a collaborative focus on insight and learnings establishing key success factors and common and unique barriers regarding the opening of school facilities.
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| Key Duties | * Design and project manage a pilot programme of activities that are seeking to provide a strong and varied offer of sport and physical activity that appeals to young people in the schools and communities across each of the 4 Black Country Local Authority areas.
* Act as a facilitator by linking up schools and providers to ensure they have access to a coordinated offer of physical activity opportunities.
* Design and deliver focus groups and consultation events for key school stakeholders across the region
* Use insight and learnings from the lifespan of the project to develop bespoke resources and toolkits to support Black Country schools and stakeholders
* Collate and interpret insight to inform the development of a school segmentation model.
* Management of programme pilot budgets.
* Interpret information captured from initial survey-based audit and liaise with local partners to develop a comprehensive picture of existing capacity.
* Work with ABC Head of Insight to develop a monitoring and evaluation framework for the pilot activities.
* Desk research to capture existing facility-based insight within local strategies, plans and policies.
* Liaise closely with NGB’s, Community Groups and emerging partners (including local GPs and Faith Centres) to broker appropriate community provision.
* Working collaboratively across the ABC team to ensure a holistic approach is applied across the Black Country region with a consistent and aligned ABC offer.
* Work with equivalent posts at other participating Active Partnerships and Sport England to establish best practise and disseminate and apply wider learnings.
* Working under the direction of ABC Head of Insight to apply and develop the most appropriate insight relating to sport and physical activity levels and trends in the Black Country, in order to demonstrate activity, impact and to identify opportunities for improvement and investment.
* Contributing to the development and performance of Active Black Country, within the context of BCC Ltd, to promote and advocate for the Black Country as a region and our aspiration to be one of the leading Active Partnerships in the country.
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| Person Spec  | * Experience of developing and interpreting insight and applying findings to a programme of work
* Experience of effective programme management including the management of budgets
* Knowledge and experience of partnership working and operating through an enabling approach to develop collaborative agendas which drive sport and physical activity initiatives.
* Knowledge and a thorough understanding of relevant Government, national, regional and local policies, frameworks, funding mechanisms and approaches, along with best practices which influence the development of sport and physical activity agendas.
* Sound operational critical thinking and decision making skills, with a track record of finding solutions to develop impact led interventions.
* Excellent organisational and time management skills, with an ability to prioritise and meet tight deadlines as and when required.
* Articulate, concise, accurate written and oral communication skills.
* Customer focused approach with ability to engage and influence relationships across all levels.
* Ability to meet objectives and work on own initiative
* Demonstrates enthusiasm and is able to motivate and enthuse others with regards to the role of sport and physical activity on social agendas.
* Can interrogate, interpret and apply data and information to articulate well-reasoned and evidence led solutions which create impact.
* Computer literate to an good level in terms of using Microsoft Office software for word processing, spreadsheets and databases.
* Committed to continuous self-development.
* An ability and willingness to work as part of a team and to make an effective contribution to the work of ABC and BCC Ltd.
* Resilience and ability to work under pressure in a fast paced working environment delivering high standards at all times.
* Willingness and interest in keeping up to date with developments and trends in the Sport and Physical Activity sector.
* A good understanding of, and commitment to equal opportunities and safeguarding principles.
* Able and willing to work unsociable hours, including evenings/weekends on occasion.
* Must be able to undertake occasional travel to a variety of external locations.
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If you have any queries regarding this post, or would like an informal discussion, please contact Tim Aldred – tim\_aldred@blackcountryconsortium.co.uk – 01384 471 136.