



PROJECT OFFICER

We're looking for a **Women and Girls Project Officer** to join the Saracens Foundation team.

Since its inception in 2000, the **Saracens Foundation** has worked in the surrounding areas of Hertfordshire and North London delivering more than 30 projects in these local communities where sport is used as a tool for empowering social change in behaviour to lead active, healthy and rewarding lives.

The role will report directly to the Development Manager within the team.

Saracens is an inclusive, people first organisation. A core part of achieving our mission is that our workforce is diverse and reflective of the community that we serve. There will be no discrimination in our recruitment and selection processes, nor when considering pay and benefits. We encourage people from all backgrounds to apply for the position and join us on our mission to enrich lives through sport and entertainment. (You can read more about [diversity and inclusion here](#)).

JOB TITLE:	Project Officer (Women & Girls)
LOCATION:	Stone X Stadium, Hendon, London (3-4 days on site)
CONTRACT TYPE:	Permanent, Full Time
KEY STAKEHOLDERS:	All internal departments and external stakeholders
REPORTS TO:	Development Manager
SALARY BRACKET:	£25,000 - £28,000 (<i>SUBJECT TO EXPERIENCE</i>)

PURPOSE OF THE JOB:

The Women and Girls Project Officer will lead on our women and girls' leaderships and participation projects. The Empower Her Project is aimed at providing mentoring and career development opportunities for young women in sport aged 16-24. The purpose of this project is to reduce the barriers that are currently in place by hosting a series of workshops designed to bring passionate young people together to understand their futures in their careers. The InspireHer Project is aimed at introducing young women and girls to playing rugby and unlocking all the benefits that the sport can bring. The project officer will coordinate sessions in schools and at local community clubs alongside running rugby festivals to inspire the next generation of female rugby players.

KEY ROLES & RESPONSIBILITIES:

1. Leading a project focused around mentoring the future female leaders in sport. You will coordinate the mentor-to-mentee relationships from young aspiring women in sport to those who are experienced in the industry to share learnings and develop the next generation of women leaders in sport.
2. Facilitating the creation of a campaign designed by young people and driving it to success.
3. Create and implement an effective monitoring and evaluation strategy to measure projects outcomes.
4. Leading a girls rugby participation programme that inspires the next generation of rugby. You will coordinate rugby sessions in schools and at community clubs for young women new to rugby.
5. Build and maintain positive working relationships with key stakeholders, both internal and external.
6. Coordinate with the Foundation team to ensure high quality and safe delivery that exceeds expectations and delivers maximum impact.

PERSON SPECIFICATION

The successful candidate will possess the following:

Skills

- Strong passion for Women in Sport.

- England Rugby Coaching Award Level 2 or equivalent.
- Understand the current challenges faced by women in the sporting landscape.
- Understanding of the sport industry and the employability landscape within the sector.
- A passion for sport for change and understanding of the work undertaken by the Foundation in this area.
- A 'people's person' with excellent interpersonal skills with the ability to build strong internal and external relationships.
- Energy/motivation and be an inspiration to your audience.
- Good organisation and time management skills.
- Ability to communicate internally and externally – empowering us to 'shout' about what we do.
- Great ICT capability.
- Willingness to be flexible, if required.

Desirable

- A background and or qualification in mentoring young people.
- Experience or knowledge for working in a sport for change landscape.
- Knowledge of professional skills to enhance employability including the ability to guide individuals in developing skills for career advancement and job readiness.

Personal Characteristics

- You have a relentless focus and are a great team player.
- You thrive in and promote a culture of **hard work, discipline, honesty, and humility** to deliver results.
- You manage delivery effectively, assuming personal ownership and accountability for results.
- Be organised and efficient in your approach to your work and tasks.
- Be flexible in your approach to managing your workload but also possess the ability to work under pressure and meet deadlines.

BENEFITS

Compensation

- Dependant on the charity's financial performance, the Saracens Foundation may conduct an annual pay review. However, proactive pay increases may be implemented to reflect growing responsibilities.

Working from home

- We all work from the office on Mondays and Thursdays. This keeps team collaboration and engagement high. There is some flexibility in this role in terms of hybrid working however this role requires 3-4 days on site each week due to the delivery nature of the role.
- If you are normally office-based, you can still work from home occasionally - **as long as you have a good internet connection and a private, quiet space which allows you to do your best work.**

Holiday

- 25 days' holiday a year, plus bank holidays.

Health & Wellbeing

- Paid sick leave for both physical & mental health.



Sports & Entertainment

- Ballot tickets for Saracens Home Games.
- Ballot tickets for International Rugby Games.
- Opportunities for discounted tickets to Saracens games and events for you and your family.

Family

- Enhanced paid maternity, paternity, adoption or shared parental leave, if you've been with us for at least 26 weeks.
- Life insurance with Zurich.

Commuting

We're a member of the cycle-to-work scheme.

Applications should be made by submitting a CV and covering letter incorporating suitability to the role. Applications should be sent to Sangita Asani, People Business Partner at recruitment@saracens.net.

Closing date for applications is **March 28, 2025, at 5pm**. We anticipate first stage interviews to take place on week commencing the **March 31, 2025**.

Saracens Group positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, gender expression, religion, sexual orientation, disability, or nationality.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date. This is to ensure our teams can manage application levels while maintaining a positive candidate experience. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment. If you have not heard from us by 7 days after the closing date of the role, please assume that your application has been unsuccessful on this occasion.

