# PROJECT OFFICER

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

Since itsinception 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](https://www.saracens.com/saracens-launches-new-equality-diversity-and-inclusion-policy/)).

**JOB TITLE:** Dance Event Coordinator (Project Officer)

**LOCATION:** Stone X Stadium, Hendon

**CONTRACT TYPE:** 1 Year Fixed Term, Part-Time (3-days a week, equivalent to 22.5 hours). Two of the working days must be a Monday and Thursday. The third day will be agreed with the line manager.

**RESPONSIB** **KEY STAKEHOLDERS:** All internal departments and external stakeholders

**REPORTS TO:** Development Manager

**SALARY BRACKET:** £25,000 - £28,000 (pro-rata) (*SUBJECT TO EXPERIENCE*)

**PURPOSE OF THE JOB:**

We are seeking a dynamic and strategic Project Officer to lead and coordinate our Dance Mass Events initiative. This project aims to promote health and wellbeing by creating inclusive opportunities for communities nationally to engage in dance performance. This is a unique opportunity to make a meaningful impact through dance, working with communities, partners, and stakeholders to deliver large-scale events that inspire movement and connection engaging children, over-50s, and individuals with disabilities in joyful, inclusive dance experiences.

As the Dance Event Coordinator Project Officer, you’ll take ownership of the planning, development, and delivery of large-scale dance event that align with our Foundation’s Strategy. You’ll be hands-on in driving the project forward, ensuring it meets key objectives and delivers measurable impact across diverse communities.

You’ll work collaboratively with other Project Officers to ensure our initiatives are interconnected, avoiding siloed operations and fostering a culture of shared success. You’ll also partner with our in-house Videographer to create compelling content that showcases the depth of the impact of our work.

**KEY ROLES & RESPONSIBILITIES:**

1. Develop and deliver Dance Event Coordinator projects to have a positive impact across communities on a national scale.
2. Lead sessions to Saracens Foundation beneficiaries.
3. Create and implement an effective monitoring and evaluation strategy to measure Dance Mass Events project outcomes.
4. Build and maintain positive working relationships with key stakeholders, both internal and external.
5. 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**

* Level 3 qualification in Dance or an equivalent certification in performing arts or movement-based disciplines
* 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**

* Experience in teaching dance
* Experience in teaching dance to a variety of ages/levels of experience.
* An understanding of the sport for change landscape, and the desired impacts of these projects.
* Proven ability to manage all aspects of event delivery, from concept to execution, including timelines, venues, and programming.
* Knowledge of safeguarding, health and safety, and risk assessment procedures for public and school-based events.
* Strong organisational skills to manage event logistics, staffing, and equipment, ensuring smooth and safe delivery.

**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.
* 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 - please use them all!

**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 letting incorporating suitability to the role. Applications should be sent to Sangita Asani, People Business Partner at [recruitment@saracens.net](mailto:recruitment@saracens.net).

Closing date for applications is **Friday 20th June 2025 at 5pm**.

We anticipate first stage interviews to take place on week commencing the **Thursday 26th June 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.*