# 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:** Project Officer (Disability)

**LOCATION:** Stone X Stadium, Hendon

**CONTRACT TYPE:** Full Time, Fixed term (12 months - Maternity Cover)

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

**REPORTS TO:** Development Manager

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

**PURPOSE OF THE JOB:**

**Project Officers** are responsible for leading the design, delivery, and coordination of sport for change projects across North London and Hertfordshire. You will be leading several projects in our disability area, providing young people and adults with pan disabilities access to physical activity, education, and employability opportunities. These projects are Sarrie’s Skills Club, a programme developing motor skills for young people with severe autism aged 14-25, Strictly Sarrie, a programme which encourages movement through dance for young people with disabilities and Track Club, our mixed ability athletics sessions. Our mission is to integrate people with disabilities into their local communities, tackling discrimination and changing perceptions.

You will be ‘hands-on’, developing, leading, and delivering alongside the operational and Foundation targets set out within the Foundation strategy. You will manage projects to create and deliver industry leading programmes.

**KEY ROLES & RESPONSIBILITIES:**

1. Develop and deliver the projects for individuals with disabilities to have a positive impact on their lives as well as their families.
2. Support and lead in the design, delivery, and coordination of projects, including budgeting and administration.
3. Create and implement an effective monitoring and evaluation strategy to measure the disability’ 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**

* Experience in working with people with disabilities, to a variety of ages/levels of experience.
* Knowledge & experience of the disability sport landscape with an understanding of barriers to participation for people with disabilities in sport.
* Ability to deliver inspiring and engaging sessions to groups with disabilities, both with learning disabilities and physical disabilities.
* 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.
* Sport Coaching Qualification.
* Willingness to be flexible, if required.

**Desirable**

* Knowledge & understanding of the potential pathways for positive progression for people with disabilities.
* An understanding of the sport for change landscape, and the desired impacts of these projects.

**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.

**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 **26th June, 2025, at 5pm**.

We anticipate first stage interviews to take place on week commencing the **30th 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 occasio*