# PROJECT OFFICER

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

Since itsinception in 2000,the **Saracens Foundation** has delivered innovative and industry leading projects across North London & Hertfordshire, developing sustainable partnerships and providing vital support that helps build stronger, healthier and more connected communities.

This 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:** Older Adults Dance and Exercise Coordinator (Project Officer)

**LOCATION:** Stone X Stadium, Hendon

**CONTRACT TYPE:** Fixed Term, Part-Time (3-days a week, equivalent to 22.5 hours).

**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 Love to Balance project initiative. This project aims to increase older adults’ health and wellbeing and reduce social isolation through seated exercise to music in care homes and assisted living settings across North London and Hertfordshire. This initiative involves combining physical activity with music, resulting in shared experiences that may lead to social interaction among residents and improvement in physical and mental health.

As the Project Officer, you’ll take ownership of the planning, development, and delivery of Love to Balance ensuring it aligns 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 promote 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 the Love to Balance project to have a positive impact on the older adult’s community, adapting to the ever-changing needs of the beneficiaries when necessary.**
2. **Provide high quality exercise to music sessions to participants in care homes and assisted living settings, providing beneficiaries with a platform to change their own lives.**
3. **Create and implement an effective monitoring and evaluation strategy to measure the Love to Balance projects outcomes ensuring sustainable and long-lasting impacts.**
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 positive impact.**

**PERSON SPECIFICATION**

**The successful candidate will possess the following:**

**Skills**

* Level 3 qualification in Dance or an equivalent certification in performing arts, movement-based disciplines or exercise to music.
* Experience working with a team of people to reach a shared objective.
* 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 an ability to 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/exercise to music to older adults.
* Experience in teaching seated dance/exercise to music to older adults.
* 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 work collaboratively with others and take pride in your work.
* You manage delivery effectively, assuming personal ownership and accountability for results.
* You are organised, efficient and innovative in your approach to your work and tasks.
* You are 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**

* Our office anchor days are 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 (pro-rata) - 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 18th July 2025 at 5pm**.

We anticipate first stage interviews to take place on week commencing the **Monday 21st July 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.*