








Project Support

-  Coventry, Solihull, Warwickshire (West Midlands)
-  £23,850 pro rata for 3 days per week £14,310 (plus, travel expenses and pension contribution)
-  Think Active ([view website](#))
-  Fixed term – until 30 April 2025
-  Closing Date – Sunday 4th June 2023

About the Role

Base Location: The main headquarters of the Charity is in Leamington Spa although some of the work involves being located across Coventry, Solihull & Warwickshire. We have a blended approach of home-based working, office-based working and travelling to meetings as required. The post holder is expected to adopt a flexible approach to their work.

Assisting with the implementation of Think Active's strategy.

- The delivery and coordination of initiatives, projects and programmes across Coventry, Solihull & Warwickshire
- Engaging Schools: Role requires, experience of working with people who work directly with children. The candidate should be comfortable to work unsupervised appropriate to operate where children are.
- Maximise opportunities for schools and the communities within and around them.
- Aware of policies and procedures and prepared to speak out if become aware of any issues.

Salary: £14,310. 0.6 FTE + travel expenses + pension.

Working Pattern: Fixed term until 30 April 2025

The main responsibilities of this role are:

Develop specific projects related to the post.








- Participate in project planning and management.
- Coordinate the operation of on-going projects or programmes.
- Communicate effectively in formal and informal situations with a range of partners by a variety of means.
- Work with target markets such as young people, people with a disability or a long-term health condition, women and girls, people living in areas of deprivation to encourage

involvement and interest in sport, physical activity, community development, health programmes and other initiatives.






- Assist with the development of marketing and promotional materials appropriate to the individuals/groups worked with.
- Work with colleagues and partners to understand need, prepare and submit development plans.
- Assist and undertake administrative tasks as required to effectively plan, coordinate, deliver, monitor, and evaluate projects and programmes.
- Assist with research into evaluating and developing programmes and other initiatives as required.
- Travel to venues to meet the needs of the organisation.
- Assist in the identification and undertaking of the postholder's own training and development requirements in accordance with the appropriate organisation's "confident, capable, inspirational people plan".

What do I need?

To be considered for this role, we would love you to have:

-  A track record of planning and delivering a calendar of multiple events with a range of stakeholders.
-  Experience of the planning and delivery of projects and events from proposal stage through delivery reporting and review.
-  A track record of delivering events on time, within budget, that meet (and hopefully exceed) expectations.
-  Project management experience so that you can set, communicate, and manage timelines and priorities on every project.
-  The ability to effectively communicate, maintain and develop partner and stakeholder relationships.
-  A can-do approach and a determination to make a difference.
-  IT skills, Microsoft office packages

To be considered for this role, we would like you to have:

-  Experience and or knowledge of working with schools.
-  Experience of managing supplier relationships
-  The ability to provide leadership, motivation, direction, and support to the Think Active and wider event teams around events.
-  The ability to travel to venues for pre-event checks, risk assessments and to project manage and attend events
-  Operated within a customer driven environment, possessing excellent customer service skills.

It would be nice if you had

-  Project Management Qualification (Prince 2 Practitioner level, Agile)

About Think Active

We would like you know a bit about us if you're considering applying for a role.


Think Active is the Active Partnership for Coventry, Solihull and Warwickshire. We are unique to Coventry, Solihull & Warwickshire; that is, there is only one of us. We are one of 6 sub-regional partnerships within the West Midlands and one of 42 across England.

Active Partnerships are strategic organisations that recognise activity levels are affected by a complex system of influences and no single organisation or programme can create sustainable change at scale.

We are concerned about the negative impact of a sedentary population. We believe in the power of sport and physical activity to transform lives and to keep people living well and we are committed to working collaboratively with partners to create the conditions for active people and places.

Annual Leave entitlement is 27 days (FT), pro rata for 0.6 FTE. Plus public holidays.

We prioritise 'Thrive'. It is one of our strategic aims and is captured in our values and culture (below).

VALUES		CULTURE
We aim to thrive. We prioritise creating and nurturing a culture of kindness, consideration, appreciation and tolerance . We will treat ourselves, each other and everyone that we encounter when we are representing Think Active in this way and we should expect same in return.		
Thrive Contribute to a positive culture where opportunities, resources and people are maximised and celebrated		Flexible We are adaptable and responsive to change
Innovative Open to finding the best way with a healthy approach to risk and opportunity		Forward Thinking Staying ahead of the curve, always innovating
Passion Dedicated individuals who are committed to and care about what we do		Professional We challenge ourselves to provide an excellent customer experience
Integrity Do the right thing, every time, irrespective of who you are dealing with		Supportive Of each other and the people & communities we work with
Develop Relationships, ways of working together, the wider network, people so that we continually get better		Solution Focused Proactively removing barriers and overcome obstacles

We love difference and will be interested to find out what motivates you and how you can contribute to Think Active. We encourage diversity and are committed to creating an inclusive environment for all employees. We actively encourage applicants from all protected characteristics and commit to providing any reasonable adjustments required during the application and assessment process, and upon joining Think Active.

We are committed to improving employment opportunities for underrepresented people across UK. We welcome applications from, LGB and Trans and non-binary candidates.

We have made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in role profiles.



Next Steps

If you are interested and think you can make a contribution to Think Active, get in touch.

If you would like more information, call or WhatsApp Vicky 07885 200523 or email vicky.joel@thinkactive.org

If you would like to apply (great!)

We want to know how you meet the role requirements and how you think you can contribute to Think Active.

Please tell us by sending us your CV (please include 2 references. You can tell us if you do not want them to be contacted immediately)

Using the information about the role above, please tell us about you, what you have done and how you fit the role. Please send this in a way that suits you. You can send us a video, a written statement, a presentation, an infographic. You choose!

All applications should be submitted by email to hello@thinkactive.org with the subject marked Project Support, and we will be back in touch after the vacancy closing date to let you know the outcome.

Before commencing employment with Think Active, you'll be required to fully complete our pre-employment screening process and to complete an Equality Monitoring Survey.

If you would like to discuss any requirements or adjustments you may require throughout the recruitment and selection process, please contact Vicky on 07885 200523.