



About AoC Sport

AoC Sport is the lead membership organisation for college sport and physical activity and is an Association of Colleges (AoC) subsidiary company.

AoC Sport encourages and supports every student to participate in sport and physical activity as an integrated part of their college experience. Offering a range of specialist advice, training and events, AoC Sport champions a whole-organisation, cross-curricular approach to physical activity, which results in dynamic college communities, healthy students and an economic boost to the bottom line.

AoC Sport was formed following the merger of British Colleges Sport (BCS), the English Colleges Football Association (ECFA) and the Association of Colleges (AoC) sport policy team in August 2014. The ECFA brand was retained and now represents AoC Sport's football delivery arm as part of the long-term successful partnership with The Football Association.

The Association of Colleges (AoC) exists to represent and promote the interests of colleges and provide members with professional support services. As such, we aim to be the authoritative voice of colleges – based on credible analysis, research, advocacy and consultation with colleges – and the first-choice destination for guidance and advice for members. AoC was established in 1996 by colleges themselves as a voice for further education and higher education delivered in colleges at national and regional level.

Our membership includes General and Specialist Further Education Colleges and Sixth Form Colleges in England, and we work with other College associations via the UK Council of Colleges. AoC's structure includes a busy national office in London, an active network of regional offices and a wide range of member networks, through which staff and Governors inform and shape AoC policy and activity.

JOB DESCRIPTION

Job Title: Policy and Projects Officer

Job Purpose: As a member of the AoC Sport staff team, support the delivery of sports policy and project work in colleges across the South of England, to enhance sport and physical activity, increase participation among FE students and sustain sports programmes within colleges.

A key part of the role is to act as the lead voice and primary point of contact for college sport in the area, cascading and informing national policies and initiatives while building effective relationships with a wide range of partners in both the college and sport sectors.

Department / Directorate	AoC Sport
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Reports To	Policy and Projects Manager
Work Location	Mobile-Hybrid: this role involves regular travel and as such may have a home or office base, and will be expected to travel as needed across England to events and meetings.
Role Level	Professional Specialist
Contract Type	Permanent, Part-Time (30 hours)
People Management	Direct Reports: None Indirect Reports: None
Monetary Responsibility	Budget/ Revenue Generation: Budget as agreed by AoC Sport Board and delegated by Executive Management Team Risk Management: Reputational risk
External Key Contacts	Sport England, National Partners, Colleges
Internal Key Contacts	AoC Sport team, AoC Regions, AoC Regional Directors AoC staff

Key Accountabilities & Responsibilities:

1. Implement the AoC Sport Strategic Framework in particular focussing on strategic objectives three and four, with specific responsibility for delivery in the South.
2. Monitor developments in relation to education policy, funding, inspection and other issues of importance to colleges, and work with AoC Sport staff and AoC regional offices to interpret these, assessing and communicating the impact on college sport.
3. Analyse and use data and management information produced by AoC Sport and other organisations to identify gaps in provision and suggest interventions.
4. Design, manage and evaluate projects and maintain strong relationships with partner organisations.
5. Support, guide and advise colleges on matters relating to sports policy and programmes, national and regional funding streams, new developments in the sector, facility development and strategic planning.
6. Support colleges to develop cross college sport strategies, advocate the value of sport and explore and promote methods of sustaining sport within colleges in the long term.
7. Work with AoC regional offices to strengthen college sport networks and develop effective communications with colleges.
8. Support the work of the national AoC Sport team, the AoC Communications team and AoC regional offices, to communicate regularly with member colleges and to

- seek opportunities to promote college sport, including responding to and engaging with local media and participating in conferences and events.
9. Represent the sector and promote college interests on external groups where appropriate.
 10. Support the implementation, monitoring and evaluation of Sport England programmes in college.
 11. Speak at conferences and events to ensure that sport is being addressed on wider college agendas.
 12. To comply with Health and Safety regulations and other company policies ensuring that all incidents are reported and recorded. To include Safeguarding and Equal Opportunities.
 13. To build effective working partnerships and where necessary to provide cover and support in the event of absences or other circumstances as required.
 14. To carry out such duties commensurate with skills, experience and competence, that may be required from time to time to meet the needs of AoC Sport.

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/measured during the recruitment process. *Key:* A = Application; I = Interview; T = Test

Education/ Qualifications/ Professional Bodies	Assessment
GCSE English GCSE grade C and above, or equivalent	A
Educated to Level 3, e.g. Applied General, T-Level, A-Level or equivalent standard	A
Degree level qualification or equivalent standard or be able to demonstrate a depth and range of experience or hold a professional qualification	A
Knowledge, skills, ability and experience	
An understanding of the Further Education Sector and its position in the sporting landscape	I
An understanding of education policy and funding and how this impacts on sport in colleges	I
Knowledge of sport and activity delivered in colleges, particularly AoC Sport programmes and sports specific development projects in colleges	I
Previous experience of working within a sports development environment	A/I
Experience of managing budgets to deliver specific outcomes	A/I
Established project management and stakeholder management skills	A/I

Experience of working with community sports bodies and non-traditional partners	A/I
Ability to communicate clearly and concisely with a wide range of people and in a variety of formats and styles	I
Computer confident, proactive and enjoys learning new IT systems, good/ intermediate/ advanced skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint	A/I
Demonstrates respect for equality of opportunity & diversity and works to actively promote an inclusive work environment & good working relationships amongst staff	I
Demonstrates commitment to own learning and continuous improvement through training and development.	A/I
High level of personal organisation and capacity to self-manage associated administration.	A/I
Demonstrates ability to work productively in a high pressure environment maintaining a positive outlook at work.	A/I
Full driving licence and use of own car for business use	I
Demonstrates an interest in Further Education and sport	A/I

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by volunteers in this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by volunteers assigned to the role. These may be subject to future amendments following appropriate consultation.