



About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

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.

JOB DESCRIPTION

Policy and Projects Officer (South)

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.

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|--------------------------|--|
| Department / Directorate | AoC Sport |
| Reports To | Policy & 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

Additional Requirements

| Description | Essential | Desirable |
|---|-----------|-----------|
| Education/ Qualifications/ Professional Bodies | | |
| 1. GCSE English grade 4 (C) or above or equivalent standard | E | |
| 2. Educated to Level 3, e.g. Applied General, T-Level, A-Level or equivalent standard | E | |
| 3. Degree level qualification or equivalent standard or be able to demonstrate a depth and range of experience or hold a professional qualification | | D |
| Knowledge Skills and Experience | | |
| 1. An understanding of the Further Education Sector and its position in the sporting landscape | E | |
| 2. An understanding of education policy and funding and how this impacts on sport in colleges | E | |
| 3. Knowledge of sport and activity delivered in colleges, particularly AoC Sport programmes and sports specific development projects in colleges | | D |
| 4. Previous experience of working within a sports development environment | E | |
| 5. Experience of managing budgets to deliver specific outcomes | E | |
| 6. Established project management and stakeholder management skills | E | |
| 7. Experience of working with community sports bodies and non-traditional partners | E | |
| 8. Ability to communicate clearly and concisely with a wide range of people and in a variety of formats and styles | E | |
| 9. Computer confident, proactive and enjoys learning new IT systems, good/ intermediate/ advanced skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint | E | |
| 10. Time management skills | E | |
| Attributes | | |
| 1. Demonstrates respect for equality of opportunity & diversity and works to actively promote an inclusive work environment & good working relationships amongst staff | E | |
| 2. Demonstrates an interest in Further Education and sport | E | |
| 3. Demonstrates commitment to own learning and continuous improvement through training and development. | | D |
| 4. High level of personal organisation and capacity to self-manage associated administration. | E | |
| 5. Demonstrates ability to work productively in a high pressure environment maintaining a positive outlook at work. | E | |
| 6. Full driving licence and use of own car for business use | E | |

Acknowledgement

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