

Greater Manchester
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LOCAL PILOT OFFICER

Recruitment Pack

Thank you for your interest in this role. Please find information in this pack to assist you in completing your application

Context and Job Overview

The Local Pilot is part of a [national programme](#), instigated and principally funded by Sport England, and is the largest of 12 three year pilots in England. It is an intrinsic part of the health and social care transformation programme in Greater Manchester, including the Population Health Plan and the wider GM Moving Plan. As such it is supported by a great deal of groundwork and a high level of commitment across Greater Manchester, and in Sport England, and has just entered the implementation phase. The programme has initial investment of £11 million over three years with possible further awards subject to future criteria, likely to be around the potential to scale up proven successes. There is significant related investment in Made to Move and other developments in the city-region.

Specifically, the Local Pilot aims to accelerate progress with three audiences:

- Children and young people aged 5-18 in out-of-school settings.
- People out of work, and people in work but at risk of becoming workless.
- People aged 40-60 with, or at risk of, long term conditions: specifically cancer, cardiovascular disease and respiratory disorders.

Additionally, the cross cutting themes across each audience will focus on mental health and wellbeing, inactive people and reducing inequalities.

The programme adheres to a number of [principles](#), and aims to test and learn new approaches to increasing activity and reduce inactivity. There is a specific and strong focus on using data, evidence and insight, effective engagement of communities and coproduction, a commitment to innovation and robust evaluation. GM seeks to learn from the best in international, national and local experience and set the highest standards of practice and achievement. We are ambitious.

The Local Pilot Investment Plan places the majority of the funding at the locality level, with all ten localities in GM delivering to a plan. Some enabling functions such as evaluation and communications will be delivered at the GM level with the explicit intention of adding value to enhance locality delivery.

Ultimately, the ambition is to achieve population level change in reducing inactivity levels and increasing participation in physical activity and sport with the selected audiences.

More information on the Local Pilot and GM Moving can be found on the GreaterSport website [here](#).

GreaterSport are recruiting these posts on behalf of GM Moving partners

Job Information

Job Title:	Local Pilot Officer
Hours:	37 hours per week
Package:	Scale Point; 14 to 22 (£22,462 - £26,317) Local Government Pension Scheme, healthcare plan and training allowance.
Contract:	Fixed term to March 2021
Location:	Based in GM and co-located between Greater Manchester Health and Social Care Partnership (M1 6EU) and GreaterSport (M11 3FF)
Directly responsible to:	Local Pilot Programme Manager, GM Moving The post is hosted by GreaterSport
Key partners:	Health and Social Care Partnership (HSCP), Sport England, The Ten Greater Manchester Local Authorities, Greater Manchester Combined Authority, Transport for Greater Manchester, Public Health England, Greater Manchester Strategic Partners, Media and Commercial Partners, Voluntary and Community and Social Enterprise Sector.

To apply you should submit the following:

- A current CV outlining your career history and current salary.
- Cover note (Maximum 1,000 words) demonstrating your experiences and skills against the person specification

Please send your completed application to info@gmmoving.co.uk

Closing Date:

Applications must be received by 5pm on Friday 31st May 2019

Interviews will take place on Thursday 13th June 2019

For Further information about the post please contact Jane Gardiner (Local Pilot Programme Manager) on:

Jane@gmmoving.co.uk
07726 902 889

Key Outcomes and Tasks of the Post

The officer will work with the Local Pilot team, GM Moving and wider partners across Greater Manchester and nationally to:

- Assist with the development and implementation of the Greater Manchester Local Pilot, taking direct responsibility for administrative and project support.
- Effectively support change management by working with relevant programme teams and key stakeholders.
- Provide a marketing, campaigns and engagement support function across the Local Pilot.
- Support and develop the workforce transformation area of work within the pilot, effectively organising and administering a calendar of workshops and events on a needs led basis.

This role will also support other pieces of work as necessary.

Key Tasks

Administration and Project Support

- Take direct responsibility for administrative and project support of the pilot, including organising meetings, taking minutes and preparing agendas as required.
- Co-ordinate resources effectively, ensuring that project documentation is prepared and shared in accordance with project timetables and deadlines. The officer will specifically coordinate with colleagues within the Local Pilot, finance and communications as well as more broadly.
- Update and maintain databases via CRM system and/or spreadsheets relevant to work area.
- Support the development of a needs led training calendar and take direct responsibility for organising workshops, room hire and tutors. As well as administration of workshops and events, including advertisement through the website and other relevant channels.

Marketing and Communications

- Provide a marketing, campaigns and engagement support function across the Local Pilot, including newsletters, social media and further communications.
- Provide support to commissioned marketing campaigns, and work closely with marketing and advertising agencies as appropriate.
- Facilitate and develop stakeholder mapping and engagement both across the pilot and with wider partners
- Develop and maintain effective relationships with colleagues and other stakeholders from a wide variety of partner organisations, ensuring clear and effective channels of communication.
- Facilitate an online community of learning between a wide range of partners, to ensure sharing of resources and knowledge.

Finance

- Support procurement activities, liaise with contractors and provide administrative support on budget planning and payments.

Person Specification

In the supporting evidence of your cover note (maximum 1,000 words), you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Qualifications	Educated to degree level in relevant subject or equivalent level of experience of working at a similar level	E
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Knowledge & Experience	Experience of providing admin support	E
	Significant experience of using a range of Microsoft office applications, including word, power point, excel and databases.	E
	Knowledge of physical activity and health agenda in Greater Manchester	D
	Previous experience of using online portals and editing websites.	D
	Knowledge of administrative procedures, project management or information analysis	E
	Basic knowledge of the Local Pilot principles	E
	Experience in liaising with a wide range of stakeholders at both local, regional levels from a range backgrounds and disciplines	E
	Experience of working with external media agencies including managing specific commissioned projects	D
	Experience of supporting marketing campaigns, producing newsletters and effective communications.	E
	Experience of using social media and other web based communication channels.	E
	Knowledge or experience of using CRM systems	D
	Experience of being part of a busy team/programme of work and responding quickly to tight deadlines	E

Skills and Capabilities	Skills for communication on complex information and administrative matters, requiring developed interpersonal and oral/ written communication skills	E
	Ability to pull together comprehensive draft reports, data and letters. Negotiating, networking and persuasive skills	D
	A good level of communications and writing skills including experience in presenting to a wide range of audiences.	E
	Problem solving skills and ability to respond to sudden unexpected demands	E
	Excellent time management skills with the ability to re-prioritise	D

	Skills for managing aspects of projects ensuring they meet timetables, meeting calendars, deadlines, etc.	E
	Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales	E

GreaterSport has three values which are; Passion, Integrity and Purpose.

Benefits of working for GreaterSport

GreaterSport has a passion to be a great company to work for and is committed to offering an attractive benefits package to all GreaterSport employees. These currently include:

Working Hours

- 28 days annual leave entitlement in addition to public/bank holidays (pro-rata for part-time colleagues).
- Flexible working hours, GreaterSport operates a flexi-system with the opportunity to take TOIL (time off in lieu) for any additional hours worked.
- Enhanced maternity and paternity support benefits in addition to statutory rights.

Pension Scheme

GreaterSport employees auto enroll on the Greater Manchester Pension Fund (Local Government Pension Scheme) where the company contributes over 22% of your salary costs towards the fund.

Commitment to Development

GreaterSport knows that personal growth is a key component to the success of our organisation and therefore we value and invest in learning and development opportunities.

- Each member of staff has access to an individual training budget of £750.
- Annual training programme and away days set for all staff.

Health and Wellbeing - GreaterSport is committed to having healthy and active staff.

- Within the working week there is opportunity to take one session of up to 45mins during the working day for sport or physical activity.
- Fruit basket provided weekly
- GreaterSport is a member of 'The Cycle to Work Scheme'.
- All staff are registered with Simply Health enjoying a number of benefits through a 'health cash plan'. This entitles employees the opportunity to claim money back for items such as eye tests, physiotherapy, and dental treatments.

Volunteer days

GreaterSport recognises the importance of giving back to the local communities that it serves by allowing staff to take one day per year to complete a volunteer opportunity.

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GreaterSport
National Squash and Regional Arena,
Rowsley Street, Manchester M11 3FF
0161 223 1002

We look forward to receiving your application.
GreaterSport is an equal opportunities employer and welcomes applications from all sections of the community.
All appointments will be based on merit.