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**Active Through Football**

Project Manager Recruitment Guidance

Updated December 2021

**Introduction**

Congratulations once again on your successful Active Through Football application. You’re now in the great position of being able to advertise for your Project Manager, and this recruitment guidance is designed to support you with that.

We know that the next few weeks are going to be busy with you accepting the grant offer and reporting back to us on your Pre-Claim conditions, but we want to work with you to ensure you can commence recruitment at the earliest opportunity. This is to ensure you have your dedicated project management resource in place, ready to put your plan into action and drive forward the great work your consortium have started.

Unless we have agreed with you otherwise, in line with recruitment best practice, we want you to advertise for the post externally to help ensure you attract suitably experienced, high-quality candidates. As set out within your Grant Offer letter, we need you to provide us with details of the post, your recruitment process, job description and any recruitment advertisements for our review and sign off before you begin. We’ve included the following information in this guidance to support you in the process:

1. **Key tasks**

We’ve provided you with a list of the key tasks that we see your Project Manager being responsible for. You can use these to help develop the Job Description.

1. **The ideal candidate**

Your Project Manager is going to be a hugely important resource over the duration of the next 5-years, so we’re really keen to help ensure you recruit the right person for the job! We’ve provided you with a list of the skills, competencies and experience that we think are needed for the role.

1. **Finding the right person**

How you approach your recruitment process will be key to finding the right person for the role, so we’ve provided you with some suggested approaches.

1. **Interviews**

We know that you’ll have your own interview processes already set as an organisation, so we’ve listed out some optional questions for you to consider.

1. **Key Tasks**

When developing your job description for the role, please consider building in the following key tasks alongside any organisational, or place / project specific responsibilities:

The Project Manager will:

* Act as the project’s main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the project.
* Manage the project Delivery Plan & Budget, ensuring both are kept updated over the duration of the project.
* Act as the main point of contact for the programme evaluation and data collection partners and fully engage with the Community of Learning to share/learn best practise with/from other Places.
* Manage and implement the Monitoring, Evaluation & Learning plan (including Key Performance Indicators & Outcomes), liaising with programme stakeholders as required and reporting against the requirements set out in the plan.
* Facilitate and manage the relationships with local programme stakeholders (consortium members and wider programme partners), whilst developing new local relationships with community groups, organisations and service users.
* Coordinate and support ongoing Community Engagement and capacity building in the place, ensuring that the Delivery Plan and approach are informed by the insight and learning, and that the local community have ownership of these.
* Manage the relationship with project Delivery Agencies, ensuring the requirements set out within the grant terms and conditions are met e.g. safeguarding requirements, data capture.
* Travel to key settings within the place and wider to meet the needs of the organisation and project.
* At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy.

1. **The ideal candidate**

Finding the right person for the role is going to be key. Listed below are some of the experiences, skills and competencies we believe the ideal candidate will have and should be looked for through the recruitment process:

**Experience:**

* A good understanding or lived experience of the target audiences that the project is looking to engage and/or the place in which it’s focused.
* Experience of working at a local level with community organisations.
* Experience of community engagement, links into communities and knowledge of networks linked to local communities.
* Previous experience of managing multiple pieces of work or projects to successful conclusions.
* Experience of managing relationships with external partners and working on behalf of your organisation to influence the successful delivery of services.
* Experience of, and ability to prepare, manage and monitor budgets.
* Experience of utilising insight and data in relation to specific projects
* A high-level understanding of inequalities that exist across socio economic groups in supporting active lives, how they intersect and experience of working to reduce these.
* Some knowledge of sport development and sport/physical activity infrastructure is desirable.

**Skills & Competencies:**

* Excellent interpersonal and communication skills with an ability to build relationships with different audiences.
* The ability to make complex decisions independently and seek support where appropriate.
* A strong awareness and commitment to equality, diversity, and inclusion
* A flexible approach to working hours to include evening and weekend work

1. **Finding the right person**

Our Active Through Football approach is different to how we’ve delivered programmes in the past. We’d like this new approach to be extended to how you find and recruit the right person for the role and most importantly for your place, as traditional processes maybe limiting. This should, however, be an open, publicly advertised recruitment process to ensure that you get a diverse range of candidates applying for the role.

We believe the ideal person is someone from the place, or with a strong local understanding of it, with the skills required to fulfil project management requirements. However, we understand that this person might not exist yet, and we would encourage you to apply an approach which allows for someone to develop within the role with your support.

Your organisations will already have recruitment processes in place, but we encourage you to extend these as much as possible and have provided some suggestions to consider:

* Asking those involved with community engagement for referrals from within the place.
* Use of video clips to ask/answer key questions.
* Removing names and other demographic information from application forms.
* Option to provide community-based references.
* Interview task involving walkthrough of Place.
* Holding structured interviews where questions are planned carefully before the interview, all candidates are asked the same questions, and where answers are scored using a rating system.
* Having a diverse recruitment panel to increase insights from different perspectives and support better decision-making.

1. **Interviews**

When you get to the stage of conducting interviews for the role, please consider incorporating and/or adapting some of the following questions into your interview process:

1. Can you outline when you have worked within a community or with local community organisations, and how you worked with them to make an impact?
2. Can you explain how you would identify and work with target audiences to deliver a piece of work within an identified community?
3. A large element of the role will be working in collaboration with external partners. Can you give an example of how you have previously worked with partners and how you would manage a consortium to drive this work?
4. What is your experience of managing projects to date where you have had to manage a budget?
5. Can you give an example of when you have previously evidenced and shared learning?
6. Through the programme, we are looking to address inequalities through football by ensuring that more people have the opportunity to play. What do you understand in terms of equality, diversity and inclusion and how would you ensure the programme reduces the barriers to participation?