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| **Job Title** | East London Sport Talent Pathway - Project Officer |
| **School / Service** | East London Sport |
| **Grade and Salary Range** | E – Starting from £38,022 per annum, inclusive of London Weighting |
| **Location and Hybrid working status** | Docklands campus |
| **Reporting to** | Head of East London Talent Pathway |
| **Liaison with** | University staff, external stakeholders, wider local community groups and organisations |
| **Contract type** | Fixed term (36-months), full time |

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**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 6 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The East London Sport Talent Pathway (ELSTP) is an innovative and transformative initiative funded by Sport England. This program is dedicated to identifying and nurturing sporting talent in one of the UK's most diverse regions. Since its inception in 2022, ELSTP has made significant strides in fostering young athletes, with a particular focus on those from culturally diverse and underrepresented backgrounds.

The role of Project Officer is pivotal as ELSTP enters the second phase of its development, particularly with an emphasis on expanding on all our initiatives. This role will lead critical projects which aims to enhance support for athletes and their families. It involves close collaboration with our marketing team to bolster our presence on platforms like Instagram, TikTok, and Twitter, ensuring our outreach is effective and engaging.

This position is not just about maintaining the status quo but pushing boundaries and driving forward initiatives that can significantly impact the sporting landscape in East London. With the upcoming rebrand of the ELSTP, the Project Officer will play a key role in shaping how these changes are implemented and perceived, ensuring alignment with our core mission of creating equitable opportunities in sports. This is a chance to be at the forefront of a pioneering effort to redefine talent development in sports, making a lasting impact on the community and the future of young athletes in East London.

**JOB PURPOSE**

The Project Officer will lead on developing initiatives specifically aimed at supporting female athletes, ensuring they are integrated into all aspects of our talent pathway. This role will involve strategic planning and execution of athlete experience days, direct engagement with athletes and their families, and leading the design and delivery of educational workshops. Additionally, this position will manage collaborations with local schools and community groups to foster a supportive environment for our athletes.

With the upcoming rebranding of the ELSTP, scheduled to commence in Phase 2 of the programme, the Project Officer will also be instrumental in aligning the Women and Girls project with the new strategic direction, setting a robust foundation for its launch. This is a unique opportunity to shape a significant aspect of our programme and make a lasting impact on the sports industry by ensuring gender inclusivity and empowering the next generation of female athletes in East London.

**KEY DUTIES AND RESPONSIBILITIES**

**Female Athlete and Practitioner Support Initiatives:**

* Develop and implement targeted support initiatives specifically for female athletes and practitioners within the ELSTP.
* Address the unique needs and challenges faced by female participants to promote gender inclusivity and enhance support.
* Coordinate with local community groups and educational institutions to facilitate outreach and engagement with potential female athletes.

**Social Media and Marketing Collaboration:**

* Work closely with the marketing team to increase the visibility and impact of the ELSTP on social media platforms such as Instagram, TikTok, and Twitter.
* Contribute to content creation, including posts, stories, and campaigns that highlight the successes and opportunities within the ELSTP.
* Analyse social media metrics to refine strategies and increase engagement with target demographics.

**Event Planning and Management:**

* Assist in the planning, promotion, and execution of ELSTP events, ensuring they align with program objectives and effectively showcase the talent pathway.
* Oversee logistical arrangements for events, including venue selection, participant coordination, and day-of-event management.
* Evaluate event success and gather feedback for continuous improvement.

**Relationship Building and Management:**

* Conduct regular check-ins with athletes and parents to maintain strong relationships, address concerns, and provide ongoing support.
* Facilitate communication and engagement with the broader ELSTP community to build trust and rapport.
* Liaise with university staff, external stakeholders, and wider local community groups to foster collaborative relationships.

**Curriculum Design and Workshop Delivery:**

* Lead the design and development of educational workshops tailored for parents and local coaches that focus on the importance of sports in child development and the specific challenges in female sports.
* Host and deliver these workshops, integrating feedback to refine and improve the offerings.

**Flexibility and Adaptability:**

* Demonstrate flexibility in work hours, accommodating early mornings, evenings, weekends, and various locations both on the university campus and externally as needed.

**Prioritising Athlete Welfare and Engagement:**

* Ensure that athlete engagement, health, wellbeing, and safeguarding are at the forefront of all processes and activities within the ELSTP.
* Stay updated with best practices in athlete welfare and implement these within the pathway.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!