



**Organisation:** Women Connect First

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**Position:** Outreach & Admin Officer – Sports4All Project      **Duration:** up to December 2024

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**Contracted hours:** 21 hours per week      **Responsible to:** Project Coordinator & Project Manager

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**Salary:** £12,809 (FTE £21,349)      **Responsible for:** Volunteers

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### Job Purpose

**General Purpose of post**

Increase and widen participation in health and physical activity initiatives that improves the physical and emotional health and wellbeing and quality of life therefore achieving the outcomes of the Sports4All project for women from diverse ethnic minority communities, young girls and children in Cardiff. The Outreach & Admin Officer will work with the Project Manager & Project Coordinator in delivering the project, engaging with women from diverse communities, and hard to reach groups to promote the work of the project. To actively promote, recruit and engage participants to activities and courses and ensure they contribute effectively, appropriately and safely as well as engage volunteers with the Sports4All project.

WCF is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. We are a diverse organisation that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included and to achieve their full potential. WCF is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

### **Key Duties and Responsibilities:**

1. To ensure that all administration systems are in place to allow the smooth and efficient running of the Sports4All project.
2. Responsible for actively promoting the Sports4All project within diverse communities and producing all the relevant project publicity materials such as flyers, time table, and publicising them through various mediums.
3. To coordinate and ensure that all admin duties for the project are fulfilled; to include dealing with all project enquiries via telephone, drop-in, social media, email etc are dealt with efficiently and appropriately.
4. Play an active role in project outreach & recruitment to actively engage participants from diverse minority ethnic communities by attending events, organising open days,

networking or attending any meetings within third sector, marketing & publicity using various mediums to promote the project.

5. To maintain thorough records for the project to include registration forms, attendances, project database, evaluations, volunteer records and monitoring information.
6. Maintain and update the relevant monitoring system including those required by the funders Welsh Government – Anti-racist Wales Action Plan .
7. To attend, prepare and contribute to project team meetings, monitoring meetings and all WCF staff meetings as deemed necessary.
8. To ensure the effective implementation of the organisation policies.
9. To take a lead in actively recruiting participants and engaging them within the Sports 4All project activities and liaise with the Project Coordinator in arranging all the training sessions, events for the project by recruiting attendees, arranging venues, registration, and arranging refreshments, facilitators, tutors as well as the monitoring & evaluation of the for all project activities.
10. Work closely with the Project Manager and Project Coordinator in all aspects of the evaluation of the project.
11. Work collaboratively with all other projects and services offered by WCF charity for a holistic approach and promote the ethos of the organisation.

#### **Outreach & Admin Officer - Job Description**

- Deliver a targeted recruitment plan for participants and volunteers to engage participants from diverse ethnic minority backgrounds.
- Produce all project publicity materials and liaise with the Project Coordinator & Manager in arranging outreach visits and sessions to publicise the project actively within diverse ethnic minorities communities.
- To work closely with the Project Coordinator and volunteers to develop new areas of delivery.
- Attend project meetings to provide updates on progress, exchange ideas and information and share good practice.
- Make a positive contribution to the delivery of the project and achieving the aims & objectives of the Sports4All project.
- To perform other duties as reasonably assigned by the Project Manager where necessary.
- Attend training courses relevant to the role and maintain personal CPD
- Maintain database and records for all aspects of Sports4All project and contribute to the quarterly and end of year project reports.
- To work closely with colleagues to extend knowledge and skills in order to identify best practice

### **Person Specification**

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork and network
- Ability to communicate with people from all backgrounds
- Ability to build and maintain positive relationships with people from diverse minority ethnic communities
- Demonstrate a high degree of flexibility and confidentiality
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative

### **Qualifications**

- Competent IT skills Qualifications
- First Aid training/qualification would be preferred
- Safeguarding certificate

### **Knowledge**

- Knowledge of diverse communities and the ability to work with people from all backgrounds, especially BME women and their families
- Knowledge of the third sector in Cardiff & Wales and an understanding of the different barriers facing women from engaging in sports & physical activities within Cardiff & surrounding areas.
- Awareness and Knowledge of Health and Safety protocols

### **Experience**

- Experience of working with people within community settings
- 2 years' experience working with BME communities and engaging diverse communities
- Relevant office administrative or project work experience

### **Other Comments** – the job holder:

- Must keep up to date with new methods and undertake any necessary internal or external training in accordance with company procedure/policies.
- Has a statutory duty to observe all health and safety rules and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. The Job Holder must report any health and safety issues immediately to their Line Manager in writing.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way
- This position is subject to the DBS enhanced disclosure