



## **Job Description and Person Specification**

### **Job Details**

Job title:	Leisure Project Manager
Grade:	NNC Band 08
Hours	37hrs (Full Time) – Fixed Term 3 years
Reports to:	Head of Service - Leisure
Responsible for:	The delivery of transformational and service improvements
Directorate and Service area:	Public Health, Communities & Leisure

### **Purpose of the Job**

To successfully deliver transformation, service improvement and capital programmes across Leisure, Stronger & Safer Communities, and Culture, Tourism and Heritage services. Projects will span a wide range of scale and value and involve service redesign, facility development, capital enhancement, development of large capital and revenue funding applications, community and stakeholder engagement and partnership working. The postholder is responsible for end-to-end project delivery defining scope, coordinating stakeholders, managing risks, monitoring budgets, and ensuring measurable outcomes aligned to community and wellbeing priorities.

### **Principal Responsibilities**

1. **Project Management:** Lead transformation and capital projects within Leisure, Stronger & Safer Communities and Culture & Heritage, ensuring structured planning and timely delivery.
2. **Stakeholder Management:** Build strong relationships with community organisations, leisure operators, heritage partners, contractors, councillors and internal teams to support the delivery of projects.
3. **Project Governance:** Ensure all projects follow corporate frameworks including risk logs, benefits tracking, statutory returns and reporting.
4. **Resources:** Monitor allocated project budgets, ensuring spending remains within agreed parameters, and reporting to relevant internal boards i.e. Strategic Capital Board.
5. **Leadership:** Coordinate multidisciplinary project teams, assigning tasks and guiding delivery.
6. **Service Improvement:** Support continuous improvement using LEAN, process mapping and options appraisal.
7. **Project Documentation:** Maintain complete project records including plans, risks, issues and milestones.
8. **Development of large capital and revenue funding applications and building relationships with key funders.**
9. **Advice and Reporting:** Provide clear project advice, highlight risks, and present updates to senior officers and stakeholders.
10. **Communication:** Ensure effective communication with community groups, partners and internal colleagues using varied communication methods.
11. **Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.**

12. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
13. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
14. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

#### **General Responsibilities Applicable to All Jobs**

- Demonstrate awareness and understanding of equal opportunities and community diversity.
- Comply with all Council policies including safeguarding, health and safety, financial procedures, equalities and customer care.
- Undertake any additional duties that fall within the broad purpose of the post and grade.
- This role requires travel across the NNC area, including leisure centres, community venues and heritage locations.

#### **Special Features of the Post**

- Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work.
- Post holder must be prepared to undertake training as required.
- Full UK Driving Licence and access to own vehicle is essential to carry out the requirements of the job including travel to meetings and site visits.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Degree in a relevant field such as leisure management, community development, culture or heritage management, business studies or equivalent by experience.</p> <p>Evidence of ongoing commitment to continuous professional development.</p>	<p>Recognised project management qualification (e.g. PRINCE2, MSP, Agile, LEAN).</p>
Experience and Knowledge	<p>Experience of and can achieve investment opportunities for leisure, Communities, Culture or Heritage infrastructure from a variety of capital and revenue funding opportunities.</p> <p>Experience in the procurement of contracts, supplies and services in accordance with contract and finance procedure rules.</p> <p>Experience of providing strategic support at a management level.</p> <p>Experience delivering small, medium-sized and large projects.</p> <p>Experience delivering leisure, community, cultural or capital projects.</p> <p>Knowledge of community engagement, partnership working and stakeholder management.</p> <p>Experience using project and service improvement tools (LEAN, process mapping, options appraisal).</p> <p>Experience working with contractors, leisure operators, community groups or culture and heritage partners.</p> <p>Knowledge of project/change management methodologies.</p> <p>Experience of community engagement with stakeholders.</p>	<p>Experience delivering capital works or business transformation in leisure / community or cultural / heritage settings.</p> <p>Experience working within local government or public sector partnerships.</p> <p>Awareness of national and local priorities affecting leisure, communities and culture.</p>
Ability and Skills	<p>Ability to plan and deliver projects to agreed timescales.</p> <p>Strong communication and negotiation skills.</p> <p>Ability to manage change and support teams through transformation.</p> <p>Ability to manage competing priorities and work accurately under pressure.</p>	<p>Be able to share knowledge and skills with others in the form of training sessions, on specific topics you are qualified and proficient in.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Ability to recognise political sensitivity and operate appropriately in a public-sector environment.</p> <p>Ability to build effective partnerships, both internally and externally and work collaboratively to achieve the desired outcomes</p> <p>Ability to work under own initiative to set targets, co-ordinate and plan and oversee projects as required</p> <p>Excellent project and time management skills</p> <p>Be highly motivated, have proven people skills and be able to manage and motivate a team</p> <p>Creative problem-solving skills with an ability to innovate and adapt</p> <p>Strong IT skills and be proficient in using Microsoft Office i.e. Word, Excel, PowerPoint.</p> <p>Drive for high quality results and adaptability.</p> <p>Ability to seek, retrieve and collate information from a variety of sources and make judgements.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Flexibility in duties when necessary to support the strategic aims and priorities of the Council and to meet the needs and demands of the service.</p> <p>Awareness of working in a political environment.</p> <p>Driven by customer excellence.</p> <p>A commitment to equal opportunities and social inclusion.</p> <p>Flexible attitude to working hours and to be prepared to work outside normal office hours on occasion according to the needs of the service. Must be able to travel throughout the county using own transport.</p>	