



## JOB DESCRIPTION

# Workforce Development Project Manager

# Key details

Detail	Information
Job title	Workforce Development Project Manager
Responsible to	Senior Project Manager
Responsible for	n/a
Hours of work	Full-time
Salary	£32,000 - £35,000 per annum
Department	Strategic Delivery
Employment type	18 months fixed term

## How to apply

Apply at: <https://apply.workable.com/cimspa/>

## Who to contact

### Andreas Lycoudis

Head of Strategic Delivery

[Andreas.lycoudis@cimspa.co.uk](mailto:Andreas.lycoudis@cimspa.co.uk)

### Sara McCaffery

Senior Project Manager

[sara.mcaffery@cimspa.co.uk](mailto:sara.mcaffery@cimspa.co.uk)

### People and Culture Team

[peopleculture@cimspa.co.uk](mailto:peopleculture@cimspa.co.uk)

## Deadline

The closing date for applications is **9am Monday 6<sup>th</sup> July 2026**.

## Next steps

- We will sift through all applicants within a week of the closing date and will be in touch regardless of the outcome.
- If successful, an interview will be held in Loughborough in the week commencing **13<sup>th</sup> July 2026**.

## An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

# About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

## **Our vision**

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



**CIMSPA**

# About this role

The Workforce Governance Project Manager Role is responsible for supporting the development and executing the delivery of CIMSPA's National Workforce Registration and Governance Project, ensuring that the project is delivered on time, on budget and to the quality of the defined scope and deliverables.

The Project Manager will act as a liaison between departments, project teams and stakeholders and will be responsible for managing all project related resources, including time and materials resource.

This role will hold responsibility for identifying interdependencies and removing barriers to ensure successful delivery of the project.

This role will also be responsible for supporting in identifying, mitigating, and resolving strategic and project risks as well other issues that could impact delivery.

This role requires strong organisational, communication, problem-solving and collaborative skills whilst having the ability and experience to manage multiple workstreams simultaneously and being able to translate strategic thinking and decisions into operations.

This is a hybrid role requiring regular attendance at our Loughborough Head Office, together with attendance at meetings, stakeholder events and team functions as required.

# Job description – key tasks

## Project Management

- Full project management of the Workforce Governance Project, aligning with CIMSPA's project management methodology, whilst taking a pragmatic approach to suit the project's needs.
- Ensuring a consistent and ongoing approach to planning, forecasting, estimating, stakeholder management, task level coordination, metrics and measurements, and contingency planning.
- Developing and managing the detailed project plan and workstreams in consultation with project leads.
- Guardian and manager of good project governance and facilitation of governance meetings and events.
- Coordinate and facilitate the digital workstream of the project.
- Coordinate teams for project delivery.
- Tracking, monitoring, and reporting of the project's budget.
- Support with reporting on the project's progress and impact to key stakeholders, significantly Sport England.
- Ensuring the delivery of the agreed project benefits.

## Operations

- Manage risk and effectively manage and track the mitigation of risks on projects, aligning with the corporate risk register when appropriate.
- Report writing to support and ensure that the project is on track and delivering the desired outcomes, outputs, and benefits.
- Resource management of project team members.
- Maintain the cadence of delivery and manage the relationships between different people within and across teams.
- With support, translate strategic thinking and decisions into operations across projects and workstreams.

# Job description – person specification

## Essential skills, knowledge and experience

- Operational and/or project management experience.
- Knowledge and experience of Agile/PRINCE2/APM Project methodologies.
- PRINCE2/APM PMQ and/or AgilePM qualifications.
- Effective communication.
- Organisation and prioritisation skills.
- Collaboration and interpersonal skills.
- Stakeholder management.
- Problem solving and systems thinking.
- Risk and issue management.
- IT and Microsoft administrative skills.
- Relationship management and conflict resolution.
- Fostering working relationships.
- Report writing and data interpretation skills.
- Negotiation.
- Planning skills.

## Desirable skills, knowledge and experience

- Business analysis and evaluation.
- D365 + digital skills and experience.
- MS Project/MS Project Planner.

# CIMSPA behaviours

## Be able to demonstrate CIMSPA behaviours in all areas of work

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### We care

- Sensitiveness: attuned to the needs of others.
  - Welcoming: make others feel welcome through patience, respect and kindness.
  - Encouraging: supports others and nurtures their development.
  - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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### We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
  - Change: able to adapt to and make changes.
  - Progression: can facilitate steps to achieve progression.
  - Inventive: uses resources flexibly.
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### We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
  - Approachable: being available, listening and having an affinity with others.
  - Confidence: poise; demeanour; control; capable; articulation; grace.
  - Reflective awareness: think critically leading to self- improvement.
  - Self-management: reflective behaviour allowing you to improve performance.
  - Awareness of others: ability to influence others.
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### We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
  - Interactive: communicates effectively.
  - Energetic: passionate; enthusiastic; positive.
  - Sociable: amenable; approachable; interacts.
  - Motivational: encourages others to achieve goals.
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### We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
  - Solutions not problems.
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# Working for CIMSPA

Everyone deserves a great workplace. Everyone deserves to want to come to work and to feel that they are making a difference. Everyone deserves to be valued and trusted by their employer and to be allowed to learn and grow in their role. This is our aim at CIMSPA.

We take our culture and our employees' well-being seriously.

These days, like much of the world, we're operating in hybrid working conditions but love to see our colleagues getting together in the office, finding out about each other and enjoying the camaraderie.

We believe in our people and are committed to providing a stable, positive and supportive working environment. In our view, a healthy and happy workforce are better equipped to do their best work and more importantly, enjoy their lives inside and outside the workplace.

Quarterly team meetings give us a chance to connect with colleagues and celebrate our successes and catchup on how we are all doing. We also give out our quarterly staff awards, a real opportunity for you to recognise your colleagues.



# Working for CIMSPA

## What you can expect:

- Hybrid working arrangements with the opportunity to work in the office and remotely from home
- Competitive salary and enhanced contributory pension.
- Unlimited holidays plus bank holidays.
- Life assurance.
- Health Cashplan.
- Enhanced and equal maternity, paternity, adoption and surrogacy leave.
- Monthly healthy living allowance: up to £30 per month.
- New starter support: £250 home office equipment payment.
- Welcome box.
- Range of flexible benefits including retail discounts, employee assistance programme, Cycle to Work scheme, free onsite parking, onsite shower facilities, free tea and coffee etc.

## And that's not all...

We believe work should be enjoyable and rewarding and we believe it is. Here at CIMSPA, we offer more than just the basics...

- One-to-one time with our CEO.
- Quarterly staff awards.
- Flexible working.
- Employee of the year award.
- Regular team events.
- Funded qualifications.
- Personalised development plan.
- Employee committees

**And importantly, you have a voice!**



Race at Work  
Charter signatory



## The Chartered Institute for the Management of Sport and Physical Activity

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Incorporated by Royal Charter RC000849  
Charity registration number 1144545