



Job description

Strategy and Project Officer

Key details

Detail	Information
Job title	Strategy and Project Officer
Responsible to	Senior Project Manager
Responsible for	n/a
Hours of work	Full-time (37 hours)
Salary	£31,000 – £35,000 per annum
Department	Strategic Delivery
Employment type	18-month Fixed Term

How to apply

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

Who to contact

Sara McCaffery

Senior Project Manager

Sara.mccaffery@cimspa.co.uk

People and Culture Team

peopleculture@cimspa.co.uk

Deadline

The closing date for applications is 4pm on **Friday 4 September 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 at CIMSPA's Head office in SportPark at Loughborough University on **Tuesday 15th** or **Wednesday 16th September** – Subject to change.

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 workforce, 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.



About this role

An exciting opportunity has arisen for a Strategy & Project Officer to support CIMSPA's strategic growth. The role of the Strategy & Project Officer will sit within CIMSPA's Strategic and Delivery Department, who are responsible for the delivery and support of projects, initiatives, strategic work, and day to day operations that support the delivery of CIMSPA's strategy, including transformation of its digital space. You will be joining this friendly, supportive, and high-performing team, playing a valuable and essential role within CIMSPA.

The Strategy & Project officer (S&PO) is responsible for project delivery, coordination across the project management and delivery functions, management and coordination of strategic operations, and risk management. The S&PO will report to the Senior Project Manager (SPM) and support them, alongside the Head of Strategic Delivery (HoSD), to deliver project, strategic and operational outcomes.

The successful candidate will facilitate and coordinate project teams in managing the essential aspects of the project life cycle for assigned projects, including planning, implementation, governance, risk management and monitoring of the project. Furthermore, the S&PO will assist the SPM regarding regular updates and the progress of projects, correspondence with project teams and strategic interventions. The S&PO will also

support the HoSD in strategic operations, reporting and risk management.

Job description – key tasks

Projects

- Maintain and strengthen partnerships with project partners and stakeholders.
- Responsible for the day-to-day operations of small to large projects of all types.
- Support project teams with coordinating, facilitating and leading meetings.
- Identify risks and collaborate with peers to mitigate.
- Ensure professional standards of work are maintained, and projects are successfully completed on time and within budget to the quality agreed (TCQ's).
- To support with post-project reviews, lessons learned and reporting on projects that are undertaken and completed.
- To help develop methods of project initiation, execution and delivery, including project planning, resource management and identifying and managing interdependencies across departments and functions.
- Function as a guardian of good governance and effective project reporting.

Strategic Coordination

- Support the Senior Project Manager and Head of Strategic Delivery with key stakeholders working within projects, initiatives and operations.
- Support in strategic risk identification and risk management.

- Support with identifying and removing organisational and departmental blockers.
- Support with the Strategic Delivery Group operations and organisational strategic planning.
- Reporting on the organisation strategic delivery and for key stakeholders (Sport England).

Administrative

- Excellent organisational skills, good governance and time management.
- To contribute to and support positive morale within teams.
- To be professional and to uphold the standards, values and reputation of CIMSPA in all team, client and public interactions.
- Other duties appropriate to the post as may be required.

Job description – person specification

Essential skills, knowledge and experience

- Experience within project management/project coordination/business operations.
- Strong interpersonal, communication and influencing skills.
- Excellent organisational skills and an ability to work under pressure.
- Teamwork and collaboration with different partners and stakeholders.
- Excellent time management.
- Strong attention to detail, with the ability to problem-solve.
- Working with technology to build project plans, monitor and communicate them effectively.
- Willingness to learn and develop within the role.
- Knowledge of database management and good command over MS Office.
- Interpersonal and intercultural sensitivity.
- Social and receptive (active listener).
- A high degree of integrity.
- Ability to work independently and as a part of the team, as the situation dictates.
- Proactive and ready to demonstrate initiative.
- Ability to assimilate and handle a wide range of information efficiently and effectively.

Desirable skills, knowledge and experience

Project Management qualifications such as:

- Agile Foundation or Practitioner
- Prince 2 / APM PMQ
- Business and Operations management degree and/or qualification
- Managing Successful Programmes Practitioner
- Management of Risk Practitioner

Commented [AL1]: Create, manage and communicate project plans?

Commented [SW2R1]: Do you think the PO will be able to self manage a end to end project plan? If so add it you will be managin them against this. For Officer roles language is usually, support, coordiante, facilitate.

Manage, lead, drive is usually manager role langage
Have a think

Commented [AL3R1]: By this I mean create, manage/monitor and communicate the project plans, not manage the project end to end if that makes sense? So change the word 'Manage' to 'Monitor' if needed?

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

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!



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

www.cimspa.co.uk info@cimspa.co.uk
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