

Project Officer - Sport and Active Wellbeing

Key Information

Reporting To	Director of Partnerships and Strategic Development
Contract	Full time, permanent
Salary	£31,486 to £35,199, subject to a cost-of-living increase from 1 August 2026
Location	A combination of working in the office (Cardiff) and working at home with at least two days a week spent in the office or in events/fixtures/meetings as the role requires.
Closing Date	20 August 2026

Job Purpose

Develop and manage a variety of projects undertaken by ColegauCymru in support of its strategic priorities for Sport and Active Wellbeing.

Represent ColegauCymru in relation to Sport and Active Wellbeing projects and to develop and enhance its strategic relationships.

Manage project budgets, track progress against project targets and report risks to SMT.

Ensure timely project delivery, clear communication and successful outcomes.

Produce regular progress reports to SMT, Principals' Forum and ColegauCymru Board as required.

Main Duties

- Lead, manage and evaluate existing projects, including overseeing budgets, timelines and quality assurance procedures
- Act as a primary contact for liaison regarding Sport and Active Wellbeing project enquiries
- Develop project proposals, plan delivery timetables and track progress against deliverables
- Plan, monitor and report on budget expenditure against profile and develop action plans to address any risks identified
- Take responsibility for communicating progress, highlighting risks and taking actions in a timely manner to ensure compliance

- Take a proactive role in communicating with the ColegauCymru team on support requirements, coordinating delivery plans and writing evaluation reports
- Provide regular updates to the Director of Partnerships and Strategic Development, including highlighting potential concerns at an early stage
- Represent ColegauCymru at internal and external meetings concerning relevant projects across Wales, and occasionally further afield
- Make presentations to internal and external audiences on the outcome and impact of projects
- Develop and maintain a sound understanding of the delivery of further education and work-based learning
- Develop and maintain an understanding of the public policy context in which ColegauCymru and its stakeholders operate
- Contribute to the strategic and operational objectives of the Development team within ColegauCymru
- Convene and coordinate relevant ColegauCymru networks, task and finish groups and collate and disseminate key information arising from the meetings
- Organise, attend and provide support at Development team events
- Comply with confidentiality and ensure sensitive data is processed in accordance with Data Protection procedures
- To take on other appropriate duties as directed by the Director of Partnerships and Strategic Development

Key Relationships

The Project Officer will establish good working relationships with the entire ColegauCymru staff, representatives of its member colleges and key external stakeholders including Sport Wales and AoC Sport.

The post holder will be proactive in his/her own continuous professional development and demonstrate a flexible approach as set out in the terms and conditions of service.

Note: This Job Description is accurate at the point of publication. In consultation with the post holder, it may be amended to reflect changes to the requirements of the role.

Welsh Language Requirements

ColegauCymru is a proudly bilingual organisation and Welsh language skills are considered an asset to the organisation. We acknowledge the importance of developing and growing a bilingual workforce and encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

The ability to work through the medium of Welsh would be an advantage and a good skill to have for the role but it is not essential. Whatever the level of Welsh language proficiency,

support will also be given to develop your language skills and to become more confident in using Welsh in the workplace.

Applicants are welcome to contact ColegauCymru to discuss this requirement. We welcome applications in Welsh or in English.

Person Specification

Essential Criteria
Qualification in a relevant subject area and/or equivalent professional experience in project delivery, sport, active wellbeing, education, public services or a related field.
Demonstrable experience of planning, delivering and evaluating projects, including managing timelines and budgets.
Experience of working with a range of internal and external stakeholders, with the ability to build effective relationships across organisations and sectors.
Strong organisational skills, with the ability to prioritise workload, work under pressure, manage competing deadlines and deliver work to agreed standards.
Excellent written and verbal communication skills, including the ability to produce clear reports, updates and evaluation materials for a range of audiences.
Ability to work collaboratively as part of a team, while also demonstrating initiative and working independently where required.
A positive and practical approach to problem solving, with the ability to respond flexibly to changing project requirements.
Ability to travel and represent ColegauCymru professionally at meetings, events, fixtures and stakeholder groups across Wales and occasionally further afield.
Competence in using Microsoft 365 applications, including Teams, Outlook, Word, Excel and PowerPoint, and the ability to use digital tools to manage projects, records, meetings and reporting.
Commitment to equality, diversity and inclusion, confidentiality, data protection, and the requirements of the Welsh Language Standards.
Desirable Criteria
Experience of working in or with the sport, physical activity, active wellbeing, education, youth, public or third sector.
Experience of coordinating networks, working groups, task and finish groups, or multi-stakeholder meetings.

Experience of organising or supporting events, fixtures, tournaments, conferences or stakeholder engagement activities.
Experience of developing project proposals or delivery plans.
A good understanding of, or interest in developing knowledge of, the further education and work-based learning sector in Wales.
Understanding of the policy context affecting further education, work-based learning, sport, health, wellbeing or young people in Wales.
Experience of preparing, analysing and presenting qualitative and/or quantitative information to support reporting, evaluation and decision-making.
Ability to monitor progress against project targets, identify risks or issues at an early stage, and take appropriate action to support successful delivery.
Ability to work through the medium of Welsh.
Knowledge of safeguarding considerations or experience working in settings involving learners, young people, sport or community activity.

Application Process

Please send a CV and covering letter which demonstrates how you meet each aspect of the Person Specification. In addition, in order to consider your application, **please answer the three questions below** (200 words max per question).

1. What skills do you think a Project Officer for Sport and Active Wellbeing needs to be successful?
2. What do you believe are the most important factors in successfully delivering a sport or active wellbeing project for the FE sector?
3. What do you think are the benefits of sport or active wellbeing initiatives for further education colleges in Wales, and how would you evaluate success?

DBS Disclosure Check

Please note that the successful candidate will be subject to a DBS check.

Closing Date

Applications should be submitted by email to HR@colegaucymru.ac.uk no later than **5.00pm** on **20 August 2026**.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Interviews

Interviews will be held **28 August 2026** in person at the ColegauCymru office. If you have any queries, please email HR@colegaucymru.ac.uk