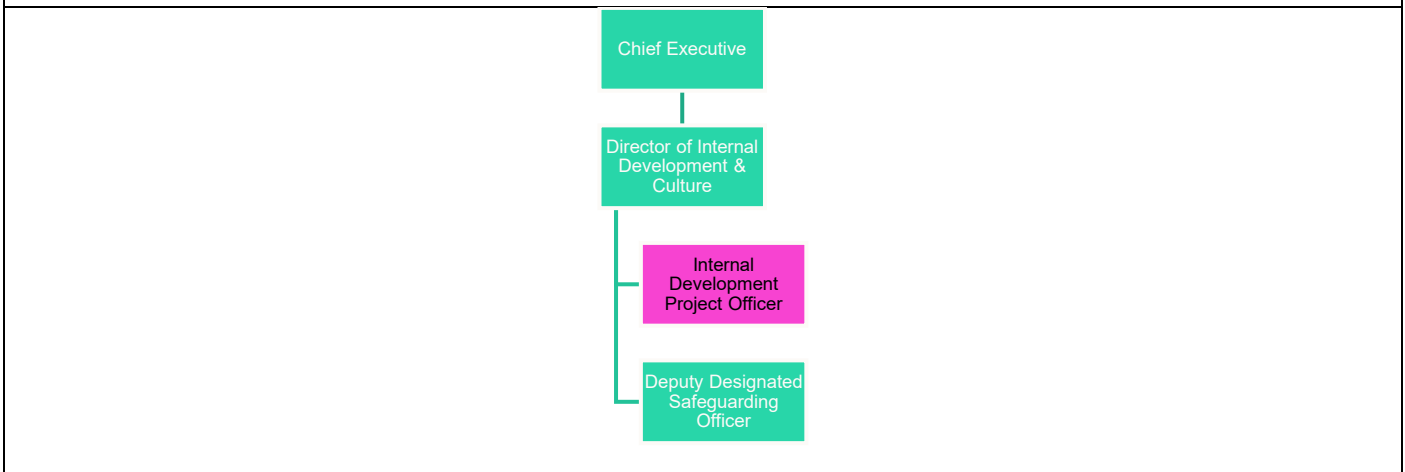




Job Description: Internal Development Project Officer.
December 2025.

STREETGAMES	LOCATION: National/hybrid (Office base available in Manchester or Central London)
JOB TITLE:	GRADE/SALARY RANGE:
Internal Development Project Officer	Scale 6 SCP 26 – 28
	£31,120 – £33,205
RESPONSIBLE TO:	RESPONSIBLE FOR:
Director of Internal Development & Culture	N/A

DESIGNATION OF POST AND POSITION WITHIN TEAM STRUCTURE



JOB PURPOSE

StreetGames is a UK charity on a mission to bring sport to young people’s doorsteps. Sport has the power to make young people safer, happier and healthier, but low-income households and under-served communities often miss out. Together with our network of 1,600 community partners, we’re providing equal opportunities through sport.

This role will support the Director of Internal Development & Culture with the implementation of plans and projects within StreetGames. The work of the role will be varied and include administrative support to the internal meeting approaches of the organisation, coordinating the delivery of internal communications and managing project work across the themed areas of responsibility held by the Director. These themes include internal communications, environmental sustainability, continuous learning, people development and Equality, Equity, Diversity, Inclusion and Belonging (EEDIB).

Changing young people’s lives through sport

Registered Address: StreetGames, 61 Mosley Street, 4th Floor Woolwich House, Manchester, M2 3HZ. A registered charity.

MAIN DUTIES & RESPONSIBILITIES

1. To provide administrative and project support to the Director of Internal Development & Culture
2. Co-ordinate the effectiveness of cross-organisational meeting structures, ensuring they function effectively through managing availability, booking meeting space and arranging meeting logistics, alongside sharing follow up information and actions.
3. To project manage the work on focus areas within the portfolio of the Director of Internal Development & Culture, including but not limited to continuous learning, people development, EEDIB, environmental sustainability,
4. To coordinate effective internal communications, including producing materials, further developing the StreetGames Intranet and SharePoint sites and constructing and editing StreetGames internal newsletters and bulletins.
5. To communicate with a range of team members across all levels within StreetGames and provide a consistently high level of support to aspects of the internal workings of the organisation.
6. To use IT tools to ensure that StreetGames functions effectively and efficiently, working closely with the StreetGames IT Manager on implementation as appropriate.
7. To co-ordinate the planning and delivery of StreetGames internal events including Full Staff Meetings and Briefings.
8. To work in collaboration with the Business Support and Governance Team to ensure a seamless connection between internal and external meetings.

GENERAL DUTIES:

1. To behave in accordance with the StreetGames values and commitments in carrying out the duties of the post.
2. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
3. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
4. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



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SCOPE OF JOB

This post will have no budgetary control and no people management responsibility.

PERSON SPECIFICATION

QUALIFICATIONS / EDUCATION / TRAINING:

Qualified to Level 2 (5 GCSE's A-C including English and Maths).

EXPERIENCE & KNOWLEDGE:

1. Knowledge and understanding of the mission and internal workings of a charity.
2. Experience of working in and across teams, including the ability to work flexibly and respond to urgent priorities.
3. Experience of working to and meeting tight deadlines.
4. Experience of prioritising tasks and working on own initiative.
5. Experience of project administration in an office and hybrid environment using a variety of tools and systems.
6. Experience of project co-ordination and planning.
7. Experience of working across a variety of work areas and teams
8. Knowledge and understanding of using Microsoft packages, including SharePoint, co-pilot and Teams

DESIRABLE

1. Experience or knowledge of one or more of the following themes; Internal communications, people development and continuous learning, Equality Equity, Diversity, Inclusion and Belonging (EEDIB) and/or environmental sustainability

SKILLS AND ABILITIES:

1. Excellent attention to detail.
2. Strong customer care skills with the ability to listen and understand requests and to provide appropriate support.
3. Strong verbal communication skills with the ability to play a supportive role across different teams within the organisation.
4. Excellent planning and organisational skills with the ability to manage large amounts of information from a variety of sources.
5. Able to prioritise varied work requests and meet deadlines.
6. Strong written communication skills for the production of reports, presentations and planning documents.
7. Able to communicate clear messages to internal StreetGames audiences through a range of digital channels.
8. Able to work on longer term projects, monitoring progress and ensuring that actions are completed and milestones achieved
9. Able to use Microsoft Office applications, particularly Word for document production; Excel for maintaining databases and financial transactions, Teams for meeting management and Outlook for email, task management and diary management, co-pilot and SharePoint.
10. Able to work under time pressure, sometimes alone, with the ability to manage own workload within specific timing deadlines.
11. Flexible approach to work, self-motivated, with a proactive approach to dealing with issues.
12. Able to research, analyse and present information that has relevance to organisational priorities.

WORK RELATED PERSONAL REQUIREMENTS

The post holder will be required to travel nationally on occasion.

The post holder may be expected to work some anti-social hours and may occasionally be asked stay away from home (details to be negotiated with people manager) for work purposes.