

RECRUITMENT PACK

Job title National Programme Lead, Sport Welfare Officer Network

Contract Fixed Term until
March 2027

Hours Full Time

Salary £40,000

Closing date 3rd October 2023 (noon)

Interview date

Stage 1: 18th October
Stage 2: 27th October



WHO WE ARE

Active Partnerships is a nationwide sport and physical activity network that exists to create a healthier, fairer nation.

We take a place-based approach to reducing inequalities through our network of 43 local partnerships.

We partner with local and national stakeholders to transform lives through sport and physical activity and affect widespread social change. Our focus is on creating conditions in communities that enable sustainable impact.

THE NATIONAL TEAM

We're a small team with bold ambitions. As a membership organisation we connect, strengthen and enable our network.

Our role isn't to manage local partnerships. We bring places, people, organisations, sectors, policies and ideas together to make change happen.

We might be joining up local partnerships, agencies and national government departments; using our insight of places to drive national impact; or amplifying voices and agendas to ensure they are carried further.



OUR VALUES

Our values help us make decisions, build relationships with each other and guide our behaviour.

PASSION FOR OUR PURPOSE

Our vision is our passion. **We all firmly believe in the power of sport and physical activity to help change lives and tackle inequalities.** It's what binds us. Sharing a passion creates our enthusiasm and energy and means that as we connect with others who share it, we benefit from new insights into how it matters to other people and why we care about what we do.

A COLLABORATIVE SPIRIT

We know that when we welcome, listen, understand and respect each other's knowledge and perspectives we're more creative, flexible and open to ideas. It's not just a way of working but an attitude and confidence. It enables us to be **inclusive, to challenge assumptions, have courage to lead when needed and be forward thinking** with our approach. It means we do better work together.

TRUST BRINGS CONNECTIVITY

We work through building relationships. **So honesty, having integrity and being our true selves matter.** It's therefore important to us that we not only do what we say we will, but can rely on each other to do the right thing for us all. We call it the glue that holds us together.



JOIN US AND MAKE AN IMPACT

At Active Partnerships, our collaborative culture fosters teamwork and learning.

You'll be part of a passionate team that believes in the transformative power of sport and physical activity.

Trust and **integrity** are the cornerstones of our interactions, creating a workplace where you can rely on your colleagues to work together towards our shared purpose of creating a healthier, fairer nation.

With the chance to influence national and local approaches, you'll experience the real impact of your contributions.

We're committed to your personal and professional growth, and we cherish diversity, ensuring that your unique perspective is valued. Here, you'll find a fulfilling journey that makes a genuine difference to communities across the nation.

BENEFITS INCLUDE:



30 DAYS HOLIDAYS
(plus bank holidays)



WORKING FROM HOME
with flexible working hours



6% EMPLOYER PENSION CONTRIBUTION
(when you contribute 2%)



HEALTH COVER



DIVERSITY AND INCLUSION

Equity, Diversity and Inclusion is at our core. It's central to our work in tackling inequalities, and we have an authentic and transparent approach to everything we do.

From the values we hold to the policies and processes we put in place and investments we make, **our relentless place-based approach helps to reduce inequalities** through our diverse network of experts across England.

As an organisation we still have work to do, but are **firmly committed to inclusive practices which demonstrate fairness and equality in everything we do**. We will not tolerate less favourable treatment of anyone, and welcome applications from all sections of communities, particularly those under-represented within our organisation.

We are committed to **fair and unbiased recruitment** and use the Applied portal to remove any unconscious bias from our process.



THE OPPORTUNITY

National Programme Lead, Sports Welfare Officer Network

About the Role

You will support the Relationship Partner (Sports Welfare Officer Network) in operationally delivering the day to day running of the new nationwide Sports Welfare Officer Network. Read more about the SWO network [here](#).

About You

- You will have experience of managing large scale projects involving multiple partners.
- You will have experience in welfare and safeguarding and the implementation of policies and procedures.

Roles and Responsibilities

- Be the first point of contact for the new Sport Welfare Officers (SWOs), based within Active Partnerships.
- Develop and build effective relationships with the network of SWOs and wider partners to ensure the delivery of a coordinated action plan.
- Support the development and implementation of the induction of SWOs.
- Ability to understand the needs of the SWO network and act accordingly.
- Be responsible for connecting and supporting new and existing welfare officers, including developing effective communication channels and a directory of contacts, to maximise the joined-up work across the system and share learning.
- Work with other sector partners to identify and develop resources to support the Sport Welfare network and facilitate the sharing of best practice.
- Identify and support training needs of the Sport Welfare Officers and network. Lead on developing a central training plan in conjunction with other agencies e.g. Ann Craft Trust, Child Protection in Sports Unit, UK Coaching, NGBs
- Assist with the evaluation study methodology development, data collection and reporting.
- Play an essential role in helping to deliver Active Partnership National Teams ambitions and organisations strategy.

THE OPPORTUNITY CONTINUED

Knowledge

- Project management experience of network wide projects involving multiple partners.
- Experience in safeguarding and the implementation of policies and procedures.

Skills

- Can project manage, be agile, adaptive and respond quickly, navigating through changing, complex and uncertain environments.
- Demonstrates an ability to work as a trusted partner and build strong, effective, and valued relationships across a wide range of people and organisations.
- Visibly values and promotes co-design and can bring people together to jointly create innovative ideas and practice. Has strong collaborative leadership skills, with an inclusive and diverse approach to working with people.
- Is articulate with excellent written and verbal skills enabling them to effectively communicate at all levels of an organisation.
- Can show strength and expertise in best practice ways to share and connect learning and support continuous improvement.
- Has digital skills to help improve connections, sharing of information and development of resources.

Further information

- £ 40,000 Salary
- Fixed Term Contract until March 2027
- 30 days holidays (plus bank holidays)
- Home based but will be required to travel to different locations across England
- 6% employer pension contribution when you contribute 2%
- Flexible working hours
- Health cover

Interviews will be held on: Stage 1: 18^h October and Stage 2: 27th October



READY TO APPLY?

To apply for the role complete the online application [here](#)

If you would like an informal discussion about the position please email:

recruitment@activepartnerships.org

The closing date for all applications is:

3rd October 2023 (Noon)

Interviews will be held on:

18th and 27th October 2023

Active Partnerships
Engaging Communities, Transforming Lives

  **SPORT ENGLAND**
LOTTERY FUNDED