

# RECRUITMENT PACK

Job title **Relationships Partner, Sport Welfare Officer Network**

Contract **Fixed Term until  
March 2027**

Hours **Full Time Role**

Salary **£45,000**

Closing date **3<sup>rd</sup> October 2023 (noon)**

Interview date **Stage 1: 12<sup>th</sup> October  
Stage 2: 19<sup>th</sup> 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

# Relationship Partner, Sport Welfare Officer Network

### About the Role

You will be the strategic lead for the rollout and implementation of a new nationwide network of Sport Welfare Officers (SWO). You will build and develop trusted relationships across key stakeholders and act as an influential external advocate for the network. Read more about the SWO network [here](#).

You will line manage the National Programme Lead for the Sports Welfare Officer Network.

### About You

- You will have experience of leadership and managing a team.
- You will have experience of developing, managing and implementing complex network-wide programmes.
- You will have knowledge of the welfare infrastructure inside and outside of sport and safeguarding knowledge.
- You can build strong, effective, and valued relationships across a wide range of people and organisations at a strategic level.
- You can develop trusted relationships across our stakeholders and influence external advocates for welfare in sport across the nation.

### Roles and Responsibilities

- Maintain and develop effective relationships with key stakeholders and be an influential external advocate for the network.
- Work across Sport England system partners and other wider sector partners to develop and implement a strategic framework to deliver against the set requirement within the Whyte Review Action Plan.
- Oversee the governance of the investment, hold accountability for the delivery of the framework, including overall connectivity across the network.
- Lead the sector through the journey of the programme. Guide high level discussions and develop understanding with CEOs and other strategic partners. Drive the learning from the SWOs to the sector.
- Be the strategic lead for the network across safeguarding and welfare. Represent the network and broader safeguarding agenda on relevant groups and committees across the sector, to influence policy and strategies and help shape the future landscape.
- Be the main contact for the evaluation study provider, supporting the development of methodology, reporting procedure and tools.
- Develop Service Level Agreements, information sharing protocols, policies and procedures.
- Supporting the development of expertise, learning, ideas, resources and tools.

# THE OPPORTUNITY CONTINUED

- To be the lead for the projects central budget that supports connecting, strengthening and enabling the network of SWOs and lead on any external procurement processes in line with company policy.
- To line manage other staff as required. e.g., National Programme Lead, Sport Welfare Officer Network
- Support the recruitment and implementation of SWOs in Active Partnerships
- Lead on ensuring all the Active Partnership National Organisation principles are embedded within the implementation of the Sports Welfare Officer network.
- Play an essential role in helping to deliver the Active Partnerships National Organisations ambitions and organisations strategy.

## Knowledge

- Experience of leadership and managing people.
- Experience of developing, managing and implementing complex network wide programmes.
- Understand the policies/implications and learnings from independent reviews into sport and have experience of safeguarding.
- Have knowledge of welfare infrastructure and support both within and beyond the sports sector.

## Skills

- Relationship Management: You must demonstrate an ability to work as a trusted partner and build strong, effective, and valued relationships across a wide range of people and organisations at a strategic level.
- Be a credible and influential leader who can shape and support strategic thinking and ways of working to influence continual improvement and development.
- You can develop strategic frameworks and appropriate governance procedures, including risk registers, budget management, and information sharing protocols.
- You can effectively project manage, showing ability to prioritise and set and meet objectives within deadlines and budgetary parameters.
- You value and promote co-design and can bring people together to create innovative ideas and practice. Have strong collaborative leadership skills, with an inclusive and diverse approach to working with people.
- You are articulate and have excellent written, verbal and presentation skills, enabling you to effectively communicate at all layers of an organisation.

## Further information

- £ 45,000 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



**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](mailto:recruitment@activepartnerships.org)

The closing date for all applications is:

3<sup>rd</sup> October 2023

Interviews will be held on:

Stage 1: 12<sup>th</sup> October and Stage 2: 19<sup>th</sup> October

**Active Partnerships**  
Engaging Communities, Transforming Lives

  **SPORT ENGLAND**  
**LOTTERY FUNDED**