

**TOGETHER  
ACTIVE**

Staffordshire & Stoke-on-Trent

# DEVELOPMENT OFFICER

## Health and Wellbeing

### RECRUITMENT PACK

August 2024



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**AUGUST 2024**



**Dear Applicant**

Thank you for your interest in the position of Development Officer - Health and Wellbeing at Together Active, a leading charity in Staffordshire and Stoke-on-Trent focused on designing out inactivity in our region.

The Health and Wellbeing Officer role is the vital link between healthcare and community physical activity. It will advocate for the physical activity needs of people with health conditions and ensure their voices are heard within healthcare systems, helping with the creation of pathways which design in physical activity. It will build and strengthen links between healthcare and our communities, improving access and opportunities for everyone.

This is an incredibly exciting time to join our organisation. We have been through a significant transformation over the last eighteen months. We are reshaping how we work to ensure we are able to reach the people who would most benefit from our support. We're launching a new strategy and have a whole new team to help deliver our outcomes.

Our plans are challenging, exciting and ambitious because they have to be. If you believe we can help improve people's life outcomes by ensuring they are not left out of the systems and structures that should exist to support them, we want to hear from you.

Being accredited by the Race Code is one of the ways we demonstrate our commitment to becoming an anti-racist organisation but we still have a long way to go and much to do. Equality and diversity achieved through equity is important to us. We recognise our organisation is currently underrepresented by black and minoritised people, LGBTQIA+ people, and people with a disability. If you identify with any of these characteristics, your application is especially encouraged. We also are keen to encourage applications from people who may have faced social exclusion or are from a background where this has been the experience of your household.

Yours faithfully,

A handwritten signature in black ink, appearing to read "C. Jones".

**Carly Jones**  
Chief Executive



# Who we are

## Where we've come from

We were originally formed as a County Sports Partnership and operated under a local authority. After almost 20 years as Sport Across Staffordshire and Stoke-on-Trent, we were keenly aware that if we wanted to support the people who need us the most, we had to shift our focus. Our ambitions were not just about sport but in ensuring that everyone has the opportunity to be active in the way that works for them. And in doing so, we could create more opportunities for people to live happy, healthy lives. So, in 2020 we took the step to register as a charity, and became **Together Active**.

## Where we are today

Together Active is an Active Partnership, which means we benefit from being part of a network of 43 organisations whose purpose is to tackle inequality through the lens of physical activity. Today, we work to make sure that the right systems and services exist for people to be able to lead happy and healthy lives.

Our **aims** are to:



Work with partners to improve the prevention pathway for mental health



Test new ways of working with socially excluded groups to increase opportunities for them to be active



Prove that physical activity has a critical role to play in community development

Both our new strategy and our Theory of Change are clear that our focus of our work must be in Stoke-on-Trent for the foreseeable future, with further targeted work in areas of highest deprivation across wider Staffordshire. We know that if we achieve our aims, we can collectively reduce the strain on health and social care services and support an early intervention approach. This in turn will help to create meaningful improvements to the lives of the people in Staffordshire and Stoke-on-Trent.

Together Active does not directly deliver services and our role is in ensuring we create the conditions and space for existing organisations, brilliant at what they do, to keep doing it. We work in a systemic way to tackle the structural issues that prevent access to physical activity and connect strategic decision makers to the real life experiences of the people they work for.

# Our Vision

## Design out inactivity across Staffordshire and Stoke-on-Trent

Our new strategy covers the period 2024-2030. Our focus is on the people that are most likely to feel the impact of structural inequality preventing or limiting their ability to lead an active, healthy life. Our aim is to use physical activity as a vehicle to keep people included.

Our approach is based on universal proportionalism. That means we'll allocate our resource where it's needed the most. This is based on evidence, data and experience. In our region, poverty disproportionately impacts the residents of Stoke-on-Trent compared to the wider county of Staffordshire. That's why we will work more in Stoke-on-Trent than any other part of the region for the duration of this strategy.

We know how household income intersects with other inequalities people experience has a big impact on how active they can be. That's why we'll also be focusing on people who experience or are at risk of exclusion because of their:

- Gender
- Race and/or cultural heritage
- Physical Disability
- Lower Income
- Experiences of mental distress or a mental health condition

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**Our aim is to use physical activity as a vehicle to keep people included**

Carly Jones, CEO

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# How we value you

At Together Active we know that our people are our most valuable asset. We have recently launched our **People Plan** that sets out how we put the welfare and wellbeing of our staff at the heart of the organisation. In addition to fair salaries with clear opportunities for pay progression, we offer the following benefits:

- Generous annual leave allowance: **27.5 days** upon commencement of employment plus bank holidays. This rises by an additional **1 day of leave per year** after 2 years of continuous employment, up to an additional 5 days leave in total. (Pro rata for part time staff)
- Three concessionary days leave over Christmas and New Year (pro rata for part time staff)
- Death in service scheme up to the value of three times actual salary
- Wellbeing Grant - **£50 voucher** per year to spend on health and wellbeing
- Volunteer day to spend either as a team or individual helping out with an organisation or cause you select
- Up to **8% employer** contribution to pension scheme
- Reimbursement of the cost of a standard eye test as a user of visual display equipment
- Access to **Cyclescheme**
- Annual CPD courses offered by Staffordshire University
- Online skills training platform - for employees to use to broaden their professional and personal development across a range of online courses.
- Access to counselling service.
- We are also currently developing a scheme with staff to ongoing costs related to staying well/being active.

We are committed to working flexibly and we mean it. Most people in our team are hybrid workers and we tend to congregate in the office approximately twice per week. We are focused on outcomes and the impact that we make, not counting the minutes you're sat at your desk.

Our office is based at Staffordshire University in Stoke-on-Trent which is a short walk from Stoke-on-Trent train station. There are electric charging points on campus for electric vehicles and parking permits can be purchased to minimise costs.

Each applicant will be individually assessed regardless of age, gender, ethnicity, sexual orientation, disability, religion or belief and we will use positive action on the basis of race and/or disability in the case of a tie break situation.



**We know  
our STAFF  
are our most  
valuable asset**

# The Role

**Role Profile:** Development Officer - Health and Wellbeing

**Reporting to:** Development Lead - Health and Wellbeing

**Salary:** £28,840 pro rata

**Hours:** Part-time, 28 hours per week

**Location:** Hybrid (between our office, at home and across Staffordshire)

## Role Summary

The Development Officer - Health and Wellbeing will be instrumental in expanding and enriching Together Active's health initiatives, particularly by integrating physical activity into clinical pathways across Staffordshire and Stoke-on-Trent. This role is critical in building and maintaining partnerships with healthcare providers and physical activity organisations, directly contributing to the development and implementation of innovative health projects. The officer will work under the guidance of the Development Lead - Health & Wellbeing to enhance service delivery and ensure that health strategies are tailored to meet the diverse needs of the community.

## Role Outcomes

1. Enhanced Partnership Engagement: Effective collaborations are built and sustained with healthcare sectors and physical activity providers to integrate services that improve community health outcomes.
1. Project Leadership: Health and wellbeing projects, particularly those that require innovative approaches to integrate physical activity with health services, are developed, tested, and implemented.
2. Community-Centric Health Programmes: Health programmes and clinical pathways are developed that respond to the specific needs and preferences of local communities.
3. Quality Assurance Development: A quality assurance framework is created and maintained, with physical activity providers ensuring the highest standards of service for individuals with long-term health conditions or specific health needs, guided by strong research and best practice.

## What does this mean day to day?

All of the duties you undertake will be directly linked to the outcomes above. You could expect your tasks to include:

- Relationship Building: Actively engage with and support relationships among social prescribers, health and wellbeing coaches, community connectors, and other relevant stakeholders to foster comprehensive health and wellbeing networks.

- **Insight and Feedback Gathering:** Collect and analyze feedback from community health service users and providers to identify gaps in current physical activity offerings and areas for improvement.
- **Programme Development and Management:** Design, develop, and manage health projects that align with Together Active's strategic goals, focusing on creating accessible physical activity opportunities for all community members.
- **Quality Assurance Collaboration:** Work closely with the Workforce Development Officer to support the upskilling of physical activity providers to ensure patients have the best possible experience and ensure consistent quality standards.
- **Advocacy and Community Engagement:** Represent Together Active in various forums, advocating for inclusive and sustainable health practices and ensuring that community voices are heard in the development of health policies and programmes.

**Line Management Responsibilities:** No current reporting lines.

## Person Specification

### Essential

1. Demonstrates Together Active's values of Creativity, Collaboration, Inclusion and Compassion within their work and conduct
2. Excellent communication skills: ability to communicate effectively across a variety of platforms and to diverse groups.
3. Ability to build relationships quickly.
4. Demonstrates professional curiosity and ability to engage with complex health issues and systems.
5. Commitment to physical activity as a health intervention.
6. Passion for supporting underserved populations, working with individuals who are typically excluded from mainstream services.
7. Energetic and driven with a genuine belief in the positive impact that physical activity can have on the lives of people in Staffordshire and Stoke on Trent.
8. Demonstrates strong understanding of barriers to inclusion and accessibility in a health and / or physical activity context.
9. Maintains respect and empathy for individuals from diverse backgrounds.
10. Excellent skills in Microsoft Office.
11. Approachable with a sense of humour and humility.
12. Understanding of outcomes-based approaches to working.

### Desirable

1. Experience of working with the healthcare sector or Public Health.
2. Experience of working in the voluntary sector.
3. Lived experience of issues facing our communities



# How to Apply

- ✔ Please download and complete the application form and equality monitoring form. We will not accept CVs or cover letters. Your completed application should be returned to [hr@togetheractive.org](mailto:hr@togetheractive.org)
- ✔ If you have accessibility requirements and need to submit your application in an alternative form, contact us by emailing [hello@togetheractive.org](mailto:hello@togetheractive.org)
- ✔ Your application will be assessed based on how well you meet each element of the person specification, so please use concrete examples to illustrate this

## Recruitment Timeline

**Date:** 19th August 24  
**Applications open**

**W/c 16th September 24**  
**Shortlisting**



**Date:** 13th September 24  
**Applications Close**

**Date:** W/c 23rd September  
**Recruitment**

If you'd like an informal chat about the role or have any questions, please contact us using the email address provided above.

We greatly appreciate the time and effort people take to apply for roles. However, due to the small size of our team, we unfortunately cannot provide feedback to candidates at shortlisting stage. If you have not heard from us within two weeks of the closing date, please assume you have been unsuccessful on this occasion.

Together Active are committed to Safeguarding and Promoting the Welfare of the communities we work with. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, according to role which can include an enhanced DBS check.

# TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent




## Contact Us :

 [hello@togetheractive.org](mailto:hello@togetheractive.org)

 [www.togetheractive.org](http://www.togetheractive.org)

## Address :

 Together Active  
Mellor Building  
2nd Floor, IEZ Hatchery and Incubator  
Staffordshire University  
College Road  
Stoke-on-Trent ST4 2DE