

**TOGETHER
ACTIVE**

Staffordshire & Stoke-on-Trent

DEVELOPMENT OFFICER: WORKFORCE

RECRUITMENT PACK

August 2024



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AUGUST 2024



Dear Applicant

Thank you for your interest in the position of Development Officer- Workforce at Together Active, a leading charity in Staffordshire and Stoke-on-Trent focused on designing out inactivity in our region. The workforce officer is essential to develop the skills within organisations to both provide accessible physical activity options to the community and create safe, welcoming, and sustainable environments.

This role will increase capacity, enhance capabilities and equip clubs and community organisations to enable them to be equitable and resilient. It is not about delivering training! It will develop pathways that change the face of our local workforce; all sections of the community should feel they are visible across the physical activity and sport sector from volunteers to session leaders to trustees and directors.

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**

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

Carly Jones, CEO



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- Workforce

Reporting to: Development Lead- Powerful Communities

Salary: £28,840

Hours: Full-time, 35 hours per week

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

Role Summary

The workforce officer is essential to develop the skills within organisations to both provide accessible physical activity options to the community and create safe, welcoming, and sustainable environments.

This role will increase capacity, enhance capabilities and equip clubs and community organisations to enable them to be equitable and resilient. It is not about delivering training! It will develop pathways that change the face of our local workforce; all sections of the community should feel they are visible across the physical activity and sport sector from volunteers to session leaders to trustees and directors.

This is not a desk-based role, you will be out and about visiting clubs, organisations, and people to hear their stories and help them create change locally

Role Outcomes

1. Together Active has a robust workforce offer that keeps skills and knowledge in the communities where we are working
2. Organisations are accessible for people from a diverse range of communities, both to participate but also to work or volunteer.
3. Organisations are sustainable and have the skills to develop and adapt their offer in line with community needs.
4. Sports clubs and frontline community organisations have the skills and the knowledge (tools) to apply for/access funding and can run themselves effectively to develop their offer.
5. In the communities where we work, no one feels intimidated to go into the club/organisation they want to be active in – clubs and organisations are welcoming and take ownership of their responsibility to be inclusive.
6. There are pathways and opportunities for people with lived experience/from excluded communities to deliver/run/facilitate local opportunities within and for local communities.
7. The local sport and physical activity delivery system is reflective of the people that live in that locality.
8. Effective partnerships exist across sport and physical activity disciplines that share learning, experiences, resources and joint approaches.

9. There are training and development pathways and opportunities for young people to work and/or volunteer in the local sport and physical activity sector

What does this mean day to day?

All of the duties you undertake will be directly linked to the outcomes above and you'll have autonomy over what these look like with support from your line manager. You could expect your tasks to include:

- To lead on specific delivery elements of Together Active's workforce plan, including volunteers.
- To develop a delivery plan for volunteers in collaboration with our partners which supports inclusion and development.
- To manage and make sure resources are used effectively, ensuring the greatest impact for those involved on any programme.
- Develop awareness of needs and skills gaps within organisations and develop suitable training offerings in partnership with other organisations to address them.
- Understand latest policy and best practice in terms of safeguarding and physical activity delivery and be able to support clubs to implement it.
- Working closely with VCSE/third sector partners – seek opportunities to work together and reduce duplication.
- Build a network of organisations that talks to each other to share best practice and real experiences
- Collect effective and insightful MEL.
- Support the Development Lead – Powerful Communities to develop and implement Together Active's Strategic Objectives.
- Creating frameworks and models for collaborative working and sharing to happen internally and externally.
- Identify and collaborate with partners in the Education sector to support the coordination and implementation of employment and training opportunities for young people

Line Management Responsibilities

This role does not currently have direct reporting lines but may be involved in support and supervision for of volunteers and the development of future roles.




Person Specification

Essential

1. Excellent communication skills.
2. Ability to build strong relationships.
3. Demonstrates professional curiosity.
4. Previous experience of supporting organisations to increase their capacity and capability, particularly in the voluntary sector.
5. 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.
6. Demonstrates strong understanding of barriers to inclusion and accessibility in a physical activity context.
7. Knowledge and understanding of a range of approaches and tools to support workforce development.
8. Demonstrable understanding of safeguarding adults at risk and children.
9. Excellent skills in Microsoft Office.
10. Sense of humour and displays humility.
11. Understanding of outcomes-based approaches to working.
12. Demonstrates a genuine and enthusiastic interest in staying up-to-date with the latest workforce related developments.
13. Demonstrates a strong belief in the value of developing the skills and knowledge of local communities.

Desirable

1. Experience of working in the voluntary sector.
 2. Previous experience in an infrastructure organisation.
 3. Lived experience of issues facing our communities.
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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
- ✔ If you have accessibility requirements and need to submit your application in an alternative form, contact us by emailing 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: 21st August 24
Applications open

Date: 6th September 24
Shortlisting



Date: 5th September 24
Applications Close

Date: 12th September 24
Recruitment Day

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 :



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