

TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent

Recruitment Pack

Together Active – Chief Executive

May 2022



Contents

Contents	2
Welcome Letter	3
Job Specification	4
How to Apply	5
About Us	6
Why Become Chief Executive of Together Active?	9
Job Description and Person Specification	10
Key Dates and Supplementary Information	13

Welcome Letter

Dear Applicant,

Thank you for your interest in becoming the Chief Executive of Together Active at what is a very exciting time for us. We have created this pack to give you some insight into who we are and what the role of Chief Executive involves.

Together Active is a Charitable Incorporated Organisation which became operational on 1st September 2020. However, we are the evolution of an unincorporated organisation which had been established for nearly 20 years; SASSOT (Sport Across Staffordshire and Stoke-on-Trent).

Together Active is part of a national network of 43 [Active Partnerships](#). We are funded by Sport England, our local authorities and our universities. As a strategic organisation, we work behind the scenes to create the conditions for physical activity and sport to happen across Staffordshire and Stoke-on-Trent. We do this by coordinating and commissioning programmes, providing information, advice and guidance, and lobbying and influencing systems to create change. The essence of what we do is joining dots, driving improvement and sparking collaborations.

We are looking appoint an amazing leader with values strongly aligned to our own. These values underpin everything we do, they are the things we care about most. We hope that you will read this pack, get a flavour of who we are and what we do, and feel inspired to want to join us.

Please do contact us if you wish to have an informal discussion about the role and organisation or if you have any other questions to help you decide whether to apply. You can contact us on 07825 415153 (Malcolm Armstrong) or 07814 131074 (Jude Taylor).

Yours faithfully,



Malcolm Armstrong
Chair
Together Active



Jude Taylor
Chief Executive
Together Active

Job Specification

JOB TITLE	Chief Executive
HOURS	Full Time (37 hours per week)
SALARY	£60,000
What we offer	<ul style="list-style-type: none">• Hybrid working (minimum 2 days a week in our Stoke-on-Trent office)• Flexible and family-friendly work policy• Pension Contribution of up to 8 %• 26.5 days holiday entitlement (rising to 31.5 days after five years) plus 11 statutory and concessionary days

How to Apply

On the following pages, you will find details of the role and the selection process to help you to complete and tailor your application. To apply you should submit:

- A completed application form
- A completed copy of our Equality and Diversity Monitoring Form. This will be separated from your application prior to shortlisting and will be used only for anonymised monitoring purposes
- A signed copy of our Privacy Notice Confirmation
- Please indicate in your covering email if you cannot attend either interview dates.

Please note that applications can only be considered if all the documentation is complete. All documentation is available in the [jobs section](#) of our website.

Please send your application by email to Hazell Thorogood: hazellthorogood@togetheractive.org

Applications must be received by midnight, Sunday 5th June 2022

You will receive an acknowledgement within two working days of receipt. If after that time you have not heard from us, we suggest you ring Hazell Thorogood on 07800 619681 to ensure that it has arrived safely.



About Us

Our vision

Active lives, healthy futures



Our mission

Working together to create active places and healthy lives through physical activity and sport.



Together Active believes in the power of sport and physical activity.

We know that even small changes in activity levels can have big impact on people's health and wellbeing.

We understand that the people who would benefit most are the least likely to take part.

Sometimes people choose a sedentary lifestyle, but in far too many cases people find themselves in habits of inactivity because of barriers relating their financial situation, disability, race, gender or health.

Physical activity changes how we feel. It connects us to our environment and to each other. It adds healthy years to our lives. We want everyone in Staffordshire & Stoke-on-Trent to have the opportunity to experience this.

It's a big job, but underpinning everything we do is our organisational DNA, our values:



We are focused.

Everything we do will help people be more active.



We are inclusive.

We leave nobody behind. We do not accept that characteristics like age, gender, sexual orientation, disability, ethnicity or income should determine your access to activity.



We are engaged.

We listen first. We always seek to understand.



We are relentless.

We are passionate about the importance of sport and physical activity.



We are collaborative.

We never go it alone. We work to develop collaborations that are capable of sparking change.



We are effective.

We will demonstrate the impact of our work using clinical, economic and social measures and support our partners in doing the same.

We have recently secured over £2.6 million from Sport England over the next five years to deliver against our Step Up Strategy and to support Sport England's delivery of Uniting the Movement as one of their System Partners.

This funding includes an uplift on Sport England's previous financial support which has enabled us to appoint an Insight, Evaluation and Engagement Manager, the missing piece in our jigsaw. It is also the first time we've been given a funding award of that length, meaning we are on a firm financial footing for the foreseeable future and can focus all our energies on delivering our strategy successfully.



Why become Chief Executive of Together Active?

When you consider the data, there are some pretty stark statistics relating to life in Staffordshire and Stoke-on-Trent:

- 20.8% of people in Stoke-on-Trent are living in deprivation due to low incomes compared to 14.6% nationally
- Two thirds of Staffordshire's young people do not achieve a core level of attainment by the time they leave school, and 12.3% of adults in Stoke have no qualifications
- Life expectancy in Stoke is 76.5 years, the lowest in the West Midlands
- 22% of adults in Staffordshire live with a limiting long-term illness, rising to 53% in older people
- 1 in 4 Staffordshire adults and 1 in 3 Stoke adults are physically inactive, making us one of the most inactive parts of the country
- Almost 40% of children in Staffordshire are active for less than 30 minutes a day
- 26% of Reception-aged children in Staffordshire are obese or overweight, and 40.5% of children in Stoke are obese or overweight by Year 6

However, we believe physical activity can make a real difference to the physical and mental health outcomes of our most inactive communities, and we are determined to work relentlessly to achieve this.

By becoming the Chief Executive of Together Active you will be making a real, tangible impact on peoples' lives, and will be helping to address the persistent inequalities around activity levels that exist locally. You will also lead our team of dedicated staff, supporting them to use their skills and expertise to best serve Together Active and our local communities.

Together Active prides itself on being a great place to work, where staff feel valued and supported. All staff are actively encouraged to identify opportunities for their own development, and we operate a hybrid working system, with various measures in place to ensure a positive work-life balance for staff. Comments from our recent Staff Satisfaction Survey reflect this:

"[There is] a strategy I believe in, a commitment and passionate work force and work/life balance which enables me to be there for my young family"

"The culture of the organisation is really strong and the wellbeing of staff is genuinely placed at the heart of everything we do"

"Working with a group of committed, talented and like-minded individuals who all believe in what they do creates a real buzz..."

Chief Executive Job Description

We are looking to appoint an experienced leader, to guide and deliver the strategic direction of our charity; someone who can supercharge the next phase of our organisational evolution.

The successful candidate will have experience navigating complex landscapes such as health, education, planning or local government. They will be an expert relationship builder and have exceptional leadership and advocacy skills.

Main duties and responsibilities:

1. To provide leadership, advocacy and vision for sport and physical activity in Staffordshire and Stoke-on-Trent, ensuring that the Partnership has a strong public and political profile
2. To lead, with the guidance of the Board, on the strategic direction of the organisation and the implementation of our Step Up Strategy.
3. To lobby for physical activity and sport to form a core part of policy, practice and commissioning locally
4. To monitor the organisation's performance and provide the Board and staff with the tools to enable effective decision making.
5. To develop a strong culture of monitoring, learning and evaluation to better understand the needs of our local communities and of Together Actives impact.
6. To lead, inspire, manage and develop the organisation's staff in ways which attract and retain high-quality personnel
7. To develop a business plan and financial strategy for the charity which ensures its ongoing sustainability, with the support of the Chief Operating Officer (COO) and Finance and Audit Group,
8. To work with the board and COO to ensure Together Active complies with The Code for Sports Governance.
9. To fulfil expectations and requirements of funding partners and to seek further investment into the partnership
10. To attend Together Active Board and Sub-Group meetings including the presentation of reports. To lead on specific work as directed by the Board or on behalf of its sub-groups.
11. To champion equality, diversity and inclusion in sport and physical activity and to ensure this

is embedded the work of the organisation

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification

Core competencies:

- **Leadership** – Exceptional leadership skills. Has a proven track record of leading an organisation or having high level management experience in the commercial, public or voluntary sector. Has the ability to inspire confidence.
- **Communication** – Exceptional communication skills. Has the ability to present arguments with knowledge and understanding of wider strategic contexts. Able to listen and make reasoned contributions to debate and a willingness to speak their mind.
- **Strategic thinking** – Develops and drives the organisation's overall strategy, able to assess implications before making decisions. Strategic vision, thinking, planning and oversight.
- **Judgement** – Independence of mind. A proven track record of providing clear, independent, balanced advice and guidance with the ability to challenge constructively.
- **Negotiating and influencing** – Demonstrates effective skills in persuasion and negotiation to influence others in order to promote effective debate and decision making. Ability to work effectively with a range of stakeholders at all levels. Effective networking skills with senior influencers.
- **Team working** – Ability to develop positive relationships that generate confidence and respect. Ability to engage and enthuse people individually and in groups. Experience of working in collaboration with others, working towards common goals and shared objectives.
- **Adaptability** – Ability to respond to a changing landscape / changing priorities, and adjust our priorities and activities accordingly

Abilities, skills and knowledge:

- Experience of leading organisations and developing teams to reach their potential
- A strategic thinker, able to analyse complex information, demonstrate clear analytical intellect and guide rational decision making. Ability to apply creative and imaginative
- Knowledge and understanding of the sport and physical activity landscape and the issues currently influencing it
- Ability to actively monitor and manage the performance of the organisation, encouraging and supporting others to achieve the highest standards of governance, scrutiny, legal and financial responsibilities.
- Experience of working alongside Boards and sub-groups

- Demonstrates a strong and clear commitment to equality, diversity and inclusion, and to safeguarding children, young people and adults at risk
- Ability to inspire others and build trust and respect from colleagues and stakeholders.
- IT literate and comfortable with handling, analysing and prioritising data.
- Proficiency in financial management, strategy and planning.
- A strong and demonstrable knowledge of the challenges and opportunities facing Stoke-on-Trent is desirable
- Able to assess and manage risk and promote risk awareness without being risk averse.

Key Dates and Supplementary Information

Closing date:

Sunday 5th June 2022, midnight

Please email applications to Hazell Thorogood – hazellthorogood@togetheractive.org

Interviews:

Wednesday 8th June 2022

Shortlisted candidates will be invited to take part in a full-day assessment process with the Together Active selection panel.

Supplementary information:

Our Strategy can be found here:

https://issuu.com/togetheractive/docs/step_up_strategy_2021_6

To find out more about us please visit the Together Active website:

www.togetheractive.org

