

# TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent



## Recruitment Pack

Head of Community Development

**December 2023**



# TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent

Together Active | PO Box 4799 | Stoke-on-Trent | ST4 9QJ

07800 619681 |    @TogetherActiv

hello@togetheractive.org | www.togetheractive.org

Dear Applicant

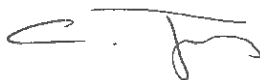
Thank you for your interest in the position of Head of Development at Together Active, a leading charity in Staffordshire and Stoke-on-Trent focused on designing out inactivity in our region.

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 under represented 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.

This is an incredibly exciting time to join our organisation. We have been through a significant transformation over the last twelve 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 relaunching our strategy and have a whole new team to help deliver our outcomes.

The Head of Development will play an integral role in shaping the new strategy and is a key part of the Senior Leadership Team. This position makes the most of working directly with overlooked communities in our region and it ensures people's stories and experiences genuinely influence and stimulate change at strategic level. 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.

Yours faithfully



**Carly Jones**  
Chief Executive

# Who we are

## Where we've come from

Together Active was 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 objectives are simple:

- Amplify powerful communities
- Enhance social inclusion
- Improve health and wellbeing

These objectives are simple but huge and part of our job is working out where we can have the greatest impact. We are currently reviewing our strategy which will be launched later in 2024. However, we are clear that our focus must be in Stoke-on-Trent for the foreseeable future and undertaking targeted work in areas of highest deprivation across wider Staffordshire.

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 in Staffordshire and Stoke-on-Trent.

## Structure

We are governed by a board of trustees who provide oversight and direction to the organisation. The Chief Executive is responsible for the day to day running of the charity supported by a senior leadership team and specialist staff.

# 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.
- \* We are currently developing a scheme with staff to ongoing costs related to staying well/being active.
- \* Access to counselling service.

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. The Head of Development role is expected to build strong relationships with communities where we are particularly keen to focus. That means we cannot offer this role as a wholly remote position. However, the position sits within our Senior Leadership Team and the postholder will be expected to determine the most appropriate way to spend their time. We are focused on outcomes and the impact that we make, not counting the minutes you're sat at your desk. We believe this role needs to be undertaken on a full time basis but we are genuinely open to discussing working options with candidates including hours.

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.



**Role Profile:** Head of Development

**Reporting to:** Chief Executive

**Salary:** £40,000-£50,000 pa

**Hours:** Full time 35 per week

**Location:** Hybrid

### **Role Summary**

This role is a senior leadership position at Together Active that exists to be at the heart of our powerful communities agenda bringing people together to drive change forward. Alongside the CEO the Head of Development will ensure that system change is effected by finding ways of listening to people that are least heard. This role requires an entrepreneurial approach that helps organisations try new things, take some risks and get it wrong. The ability to acutely tuned into how the design and planning of our communities links to social inclusion the ability to design out inactivity is key.

### **Role Outcomes**

1. Improve wellbeing outcomes for families as part of place expansion work.
2. Enhance senior leadership capacity at Together Active.
3. Contribute to increasing the quality of safeguarding provision connected to sport and physical activity in Staffordshire and Stoke on Trent
4. Sports clubs and community organisations offer equitable access to provision.
5. Together Active influences systems and policy in a way that stimulates opportunities to design out inactivity.
6. Clear development approach in place for income generation.
7. Income is generated from a range of sources.
8. Physical activity is integrated into the design and planning of communities.
9. Together Active has a deep knowledge and understanding of the people who need us most.
10. The capacity of organisations to deliver programmes of physical activity is increased and the offer enhanced.
11. The experiences of people who are serially excluded inform policy and are counted.

### **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:

- Lead on place expansion
- Using evidence and insight to identify priority communities and work programmes.
- Developing relationships with key decisions makers that impact our priority communities.
- Identifying key corporate partners with specialisms in areas such as planning and community development to work in collaboration on our active environments agenda.
- Ensuring that lived experience is integrated into the fabric of how Together Active works.

- Working with partners to identify new ways of including people who are uncounted and unheard in physical activity data and approaches.

**Line Management Responsibilities**

This role had direct line management for the leadership roles within the development team including the Powerful Communities Lead and overall accountability the team.





## **Person Specification Head of Development**

### **ESSENTIAL**

- 1) Evidence of involvement with strategy development.
- 2) Experience of working in the voluntary sector.
- 3) Income generation and bid writing experience.
- 4) Exceptional written and verbal communication skills.
- 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) Significant people leadership experience.
- 7) Experience of navigating statutory and local systems.
- 8) Outstanding leadership, influencing and relationship building skills.
- 9) Proven ability to design asset-based approaches to community development.
- 10) Thrives on innovation and embraces change that creates better outcomes for least heard people.
- 11) Demonstrates strong understanding of barriers to inclusion and accessibility in a physical activity context.
- 12) Strong understanding of safeguarding adults at risk and children.
- 13) Experience of developing training and/or capacity building programmes.
- 14) Can work with little or no supervision and is able to plan own workload.
- 15) Excellent skills in Microsoft Office.
- 16) Sense of humour and displays humility.
- 17) Strong understanding of outcomes-based approaches to working.

### **DESIRABLE**

- 1) Lived experience of issues facing our communities.
- 2) Experience of place based working
- 3) Evidence of ability to create and develop diverse teams

# How to apply

The closing date for applications is 9am Monday 15 January 2024. We may close earlier should we have sufficient quality of applications and would encourage applicants to apply as soon as possible.

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

If you'd like an informal chat about the role or have any questions, please contact Carly Jones on 07814 131 074 or email [carlyjones@togetheractive.org](mailto:carlyjones@togetheractive.org).

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.