

**TOGETHER
ACTIVE**

Staffordshire & Stoke-on-Trent

SAFEGUARDING AND WELFARE ADVISOR

RECRUITMENT PACK

December 2024



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DECEMBER 2024



Dear Applicant

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

The Safeguarding and Welfare Advisor role focuses on increasing capacity in existing safeguarding and welfare structures, It will also proactively seek new opportunities to work more widely with partners delivering physical activity experiences and support the overall implementation of Together Active's safeguarding action plan.

This is an incredibly exciting time to join our organisation. We have been through a significant transformation and are reshaping how we work to ensure we are able to reach the people who would most benefit from our support. We've launched 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 blue 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

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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
- 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 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: Safeguarding and Welfare Advisor

Reporting to: Social Inclusion Manager

Salary: £35,000

Hours: Full-time, 35 hours per week

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

Role Summary

This role forms part of a network of safeguarding and welfare specialists working in active partnerships across the UK. They work to support sport's national governing bodies to raise standards and ensure a preventative, proactive approach is embedded across the physical activity landscape in our region. This role focuses on increasing capacity in existing safeguarding and welfare structures, It will also proactively seek new opportunities to work more widely with partners delivering physical activity experiences and support the overall implementation of Together Active's safeguarding action plan.

Role Outcomes

1. Together Active's programmes and work areas are compliant with the latest and most relevant safeguarding and welfare information and practises for being active, particularly in relation to inclusivity.
2. Together Active is regarded as a source of high-quality safeguarding and welfare support and guidance by local clubs/organisations that deliver sport or physical activity.
3. The standard of safeguarding and welfare is improved across Staffordshire and Stoke-on-Trent.

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:

- Promote both children's and adults' welfare, for example through national campaigns.
- Work within and outside of sport to connect people working on welfare within and across sports with statutory services local safeguarding boards.
- Work collaboratively with Welfare officers within National Governing Bodies and local physical activity and sport clubs/organisations to build a support network that enables: appropriate and timely flow of information relating but not limited to disclosures and concerns that follow organisational processes and policies; sharing of information, knowledge, best practice and solutions to issues raised via vehicles like forums; amongst others.

- Where required, support the coordination of and/or deliver training to Club Welfare Officers, especially new officers to the role, so that they have the skills, behaviours and confidence in which to undergo the role.
- Facilitate and support reporting and referral of safeguarding cases from local to national (and, if appropriate, support resolution of lower-level concerns). This could include dispute resolution, negotiation and mediation.
- Visiting prioritised clubs and events that seek or require support, specifically Club Welfare Officers and how they can drive more positive club cultures as well as raising awareness with parents/carers and participants.
- Supporting community organisations to have an action plan and monitor its progress.
- Lead on relationships with key stakeholders; LADO, NGBs, VCSE, health sector, parents/carers.
- Collate examples of learnings and best practice (stories and case studies) to share with other Active Partnerships and the National Team

Line Management Responsibilities

This role has no direct line management but may involve volunteer or cover supervision for colleagues as and when required.



Person Specification

Essential

1. Proven knowledge, understanding and application of safeguarding policies and practices.
2. Exceptional written and verbal communication skills.
3. Ability to communicate complex safeguarding and welfare concepts and ideas to a diverse range of audiences.
4. Strong interpersonal skills to be able to conduct negotiations, mediations, and dispute resolutions if required.
5. Passionate about promoting positive welfare and safeguarding cultures in physical activity.
6. Professionally curious about new developments in safeguarding and welfare.
7. Able to demonstrate experience of upskilling and knowledge transfer in the field of safeguarding practice.
8. Innovative mindset and ability to identify opportunities for improvement within safeguarding and welfare.
9. Knowledge of local safeguarding and welfare priorities.
10. Can work with little or no supervision and is able to plan own workload.
11. Ability to identify trends and make data-driven decisions.
12. Positive, solutions-oriented attitude with a drive for excellence.
13. Proficient in Microsoft Office.
14. Ability to travel and work evenings and/or weekends as required by the welfare workforce.
15. Strong understanding of outcomes-based approaches to working.

Desirable

1. Experience working across safeguarding adults and children.
2. Experience of working in the voluntary sector.
3. Experience of working in or with National Governing Bodies of Sport.
4. Experience of building and maintaining engaging networks/forums.
5. Understanding of/or interest in developing the solutions to the implications of gaps in safeguarding.



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: 18th December 24

Applications open

Date: 16th January 25

Shortlisting



Date: 15th January 25

Applications Close

Date: 22nd January 25

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 :

 hello@togetheractive.org

 www.togetheractive.org

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