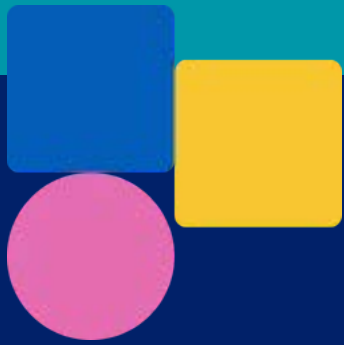




**TOGETHER
ACTIVE**

Staffordshire & Stoke-on-Trent

COMMUNITY VOICE OFFICER (MAT COVER) RECRUITMENT PACK

July 2026



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**JULY
2026**

TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent

Dear Applicant

Community Voice isn't a strand of work for us; it's what all our work is built from.

At Together Active, we work across Staffordshire and Stoke-on-Trent to make it easier for people to be active in ways that work for their lives. But we're also trying to change how systems behave; how decisions get made, who shapes them, and what counts as evidence.

We're recruiting a Community Voice Officer to strengthen that work.

This role is about embedding lived experience into the way we think, decide and act, as something that influences direction from the start, not as consultation at the end of a process.

You'll spend time listening directly to communities, to partners, to the spaces where people feel overlooked or misunderstood. You'll notice where assumptions don't match reality. You'll test ideas. You'll bring insight back into the organisation and into partnerships, and you'll be prepared to stand by it.

Some of that will be relational, such as building trust, hearing what isn't always said in formal settings. Some of it will be analytical, where you'll be drawing on learning from elsewhere, spotting patterns, bringing in good practice from other places and sectors. All of it will require empathy, humility and the confidence to challenge when needed.

This role is about making sure communities shape the conversation themselves, not speaking on behalf of them, and ensuring that their lived reality is understood inside the system, not filtered through professional assumptions.

You'll work across teams and partners, helping people see issues from different perspectives, and supporting practical testing based on what communities say they need, not just what organisations are set up to offer.

If you care about getting beneath surface engagement, feel comfortable holding tension when lived experience doesn't align neatly with plans, and genuinely believe listening should change things, rather than only inform them, then we look forward to hearing from you.

Warmly,



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 Health & Wellbeing Cash plan** - including access to a virtual GP any day anytime, cash back towards the cost of everyday healthcare expenses like dental check-ups, eye tests, and physiotherapy sessions. Discounts to gym memberships and retail discounts such as cinema tickets and your weekly shop.
- **4 Day Working week Organisation** - our full time staff currently work a 4 day working week with no reduction to pay or holiday allowance, (pro rata'd for part time staff), allowing us time to be active in a way and time that works for us.
- **Generous annual leave allowance - 31 days** upon commencement of employment including bank holidays. (based on a 4day working week and 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
- Access to **Cyclescheme**
- 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, currently a Tuesday and Thursday. We are focused on outcomes and the impact that we make, not counting the minutes you're sat at your desk.

Our office is currently based at Staffordshire University Business Village with free parking on site.

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: Community Voice Officer - MATERNITY COVER

Reporting to: Head of Inclusion, People and Culture

Hours: Part-time, 19.5 hours per week- 12 month contract

Salary: £28,000 pro-rata (£17,062.50 actual)

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

Role Summary

This role will put people and communities that face the biggest challenges in accessing physical activity firmly at the heart of our work. You will listen and learn from these communities and work creatively to co-produce new programmes of work. You will help ensure that people can lead more active lives in ways that they choose by making sure lived experience not just informs but is woven into the fabric of all we do. To do this role you will constantly challenge people's perceptions and wholly reject the notion that some people are 'hard to reach'. Your empathetic and relatable approach will build trust and connections with people who feel excluded and you will share insight and experiences with everyone in the team will ensure our work is connected, equitable and inclusive.

Role Outcomes

1. We are always able to clearly articulate what it means by lived experience.
2. The perspectives and needs of individuals and organisations create the conditions for lived experience to be central in decision making processes.
3. Individuals with lived experience are more involved in co-producing community initiatives.
4. Together Active advocates for physical activity inclusion in support pathways from a position of knowledge and understanding about people's experiences.
5. Individuals and organisations are provided with opportunities that make them feel compelled and inspired to support the communities where they live.
6. The voices of people excluded from physical activity will be amplified in appropriate forums.
7. More people in the communities where we work have positive activity experiences.
8. Together Active is recognised by partners and the wider sector as an organisation that works effectively with communities who are serially excluded

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:

- Consultation – engage with community members, representatives, policymakers and service providers to understand systems, barriers and opportunities.
- 

- Support the organisation to understand lived experience and identify what lived experiences should be the focus of the organisation in line with our objectives.
- Contribute to the design and implementation of programmes, initiatives or interventions which address the needs of individuals with lived experience.
- Training and Education – deliver training sessions or workshops to raise awareness and increase understanding of lived experience.
- Support the organisation to advocate for and give voice to underrepresented communities by identifying trends and themes and collecting stories.
- Support and mentorship to individuals/organisations to help them navigate systems and build resources
- Collect effective and insightful MEL.
- Model psychologically informed approaches to working with vulnerable people.
- Be an advocate, both within Together Active and with our partners to embed community voice within our work.
- Actively promoting safeguarding awareness and best practice, identifying and responding appropriately to concerns, and embedding a strong culture of safety across all community engagement activity

Line Management Responsibilities

This role does not currently have direct reporting lines but may be involved in support and supervision for other key roles across the partnership.

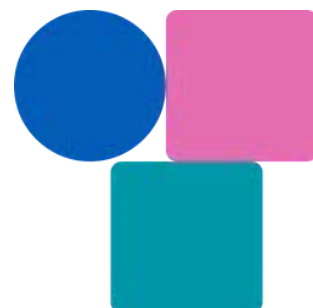
Person Specification

Essential

1. Excellent communication skills.
2. Ability to build relationships quickly.
3. Demonstrates professional curiosity and ability to undertake sensitive enquiry.
4. Strong evidence of working with people that are serially excluded from mainstream services and/or those that have experienced trauma.
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. Displays a deep appreciation for cultural diversity and maintains a respectful approach when working with individuals from different backgrounds.
8. Adapts communication and engagement strategies to ensure inclusivity and create a safe and welcoming environment for all.
9. Demonstrable understanding of safeguarding adults at risk and children.
10. Excellent skills in Microsoft Office.
11. Understanding of outcomes-based approaches to working.

Desirable

1. Experience of working in the voluntary sector.
2. Understanding psychologically informed environments.
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
- ✓ 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: 17th July 2026
Applications open

Date: 17th August 2026
Shortlisting



Date: 14th August 2026
Applications Close

Date: 2nd September 2026
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



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www.togetheractive.org

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