



**TOGETHER
ACTIVE**

Staffordshire & Stoke-on-Trent

HR ADMIN OFFICER

RECRUITMENT PACK

August 2026



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Dear Applicant

Thank you for your interest in Together Active.

Together Active exists because we believe everyone should have the opportunity to enjoy the benefits of an active life, regardless of their circumstances. We know that individual motivation can only go so far, and that real change requires working alongside communities, organisations and decision-makers to create places where being active is easier, more accessible and a natural part of everyday life. That's where our work lives.

At the heart of what we do is a commitment to people. We're striving to be an organisation where everyone feels respected, valued, and able to contribute their unique perspectives and experiences. We know we're at our best when we listen, learn and work collaboratively, and we're committed to creating a culture where people feel trusted, supported and empowered to make a difference.

Every role at Together Active contributes to that ambition. While some roles are outward-facing and work directly with communities and partners, others help create the foundations that enable our organisation to thrive. The HR Admin Officer role is one of those roles.

By helping us deliver a positive employee experience, maintain high standards and support the smooth running of the organisation, this role plays an important part in creating the environment where our people can do their best work and maximise their impact.

We're proud to be a values-led organisation. Compassion, collaboration, creativity and inclusion shape how we work with each other and with the communities we serve. These values influence not only what we do, but how we do it. We are ambitious about our impact, but equally committed to creating a workplace where people can grow, develop and thrive.

We also recognise that building a truly inclusive organisation is an ongoing journey. We're committed to improving the diversity of our workforce so that it better reflects the communities we serve, and we welcome applications from people of all backgrounds. We particularly encourage applications from people who are currently underrepresented within our organisation or who may face barriers to employment. We believe that diverse experiences, perspectives and voices strengthen our work and help us create greater impact.

I hope this recruitment pack gives you a sense of who we are, what we stand for and the kind of organisation we're working hard to become. If our purpose and values resonate with you, we'd be delighted to hear from you.

Warmly,

Lottie Smith
Interim CEO



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 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

We exist to change the conditions that keep people inactive, and make moving more a natural part of life, not an added extra

Lottie Smith
Interim 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 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: HR Admin Officer

Reporting to: Business Manager

Hours: Part-Time- 16 hours per week

Salary: £28,000 FTE pro-rotta - £14,000 Actual

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



Role Summary

In this role, you'll support the organisation by providing efficient, accurate, and compliant HR administration across the employee and volunteer lifecycle. You'll play a key role in ensuring that all HR processes run smoothly, with a particular focus on recruitment, onboarding, and maintaining high-quality records. This role helps ensure Together Active meets its legal and organisational responsibilities while supporting a positive employee experience.

Role Outcomes

1. **Effective Recruitment Processes:** Recruitment administration is organised, timely, and provides a positive candidate experience.
2. **Smooth Onboarding and Offboarding:** Staff and volunteers are onboarded and offboarded efficiently.
3. **Accurate HR Records:** Employee and volunteer records are maintained accurately and securely.
4. **Pre Employment Compliance Assured:** Pre-employment checks and HR documentation meet organisational and legal standards.
5. **Responsive HR Support:** Staff receive timely and accurate HR administrative support.
6. **HR Data Protection (GDPR):** Employee data is handled confidentially and in line with GDPR requirements.
7. **Compliance assured:** Pre-employment checks and HR records for staff and volunteers are completed and updated correctly, ensuring compliance with legal and organisational standards.





What does this mean day to day?

Your duties will tie directly to the outcomes above, and you'll have plenty of freedom to manage these tasks in a way that works best for you. With guidance from your line manager, you'll be empowered to find creative solutions while working in a collaborative, inclusive, and compassionate team environment.

Your duties will align with core HR processes, prioritised to fit within part-time hours.

Recruitment and Pre-Employment Checks

- Support recruitment administration, including scheduling interviews and candidate communication
- Ensure pre-employment checks (e.g. references, right to work) are completed and recorded
- Maintain recruitment documentation

Onboarding and Offboarding

- Prepare and issue contracts and starter documentation
- Coordinate onboarding processes and maintain induction records
- Process leavers and update systems

HR Records and Systems

- Maintain accurate employee and volunteer records
- Update HR systems with changes to personal details, roles, or employment status
- Ensure documentation is securely stored and accessible as required

HR Compliance and Administration

- Monitor compliance with HR policies and documentation requirements
- Support audit requirements through accurate record-keeping
- Assist in updating and distributing HR policies

HR Data Protection (GDPR)

- Ensure employee and volunteer data is handled confidentially and securely
- Maintain HR files in line with GDPR and data protection policies
- Support correct handling of sensitive personal data

HR Query Support

- Act as a first point of contact for HR-related administrative queries
- Provide standard HR letters and documentation

Board, Committee, and Governance Support

- Provide support for Board and committee meetings, including scheduling, preparing agendas, sending out papers, and taking minutes.
- Keep all governance-related documents, like Board packs and meeting minutes, organised and up to date.
- Coordinate the logistics of Board and committee meetings, making sure everyone's well-prepared and informed.
- Help prepare reports and documents for the Board to review and make decisions.

Line Management Responsibilities

This role does not currently have direct reporting lines but may be involved in support of others and volunteers within the organisation.

Person Specification

Essential

- 1.Experience of providing high-quality administrative support in a busy office or organisational environment.
- 2.Excellent organisational skills, with the ability to manage competing priorities and work accurately to deadlines.
- 3.Strong attention to detail and a commitment to maintaining accurate records and documentation.
- 4.Excellent written, verbal and interpersonal communication skills, with the ability to build positive working relationships.
- 5.Ability to handle confidential and sensitive information with discretion and professionalism.
- 6.Experience of maintaining databases, records or management systems with a high degree of accuracy.
- 7.Understanding of the importance of data protection, confidentiality and GDPR principles.
- 8.Proficient in Microsoft Office, including Outlook, Word, Excel and Teams.
- 9.Able to work independently, take ownership of tasks and contribute positively within a collaborative team environment.
- 10.Committed to equality, diversity and inclusion and passionate about creating a workplace where people feel welcomed, valued and supported.
- 11.Committed to Together Active's values of collaboration, compassion, creativity and inclusion.

Desirable

- Experience of working within HR administration, recruitment administration or a people support function.
- Experience supporting recruitment, onboarding and offboarding processes.
- Knowledge of employment documentation and pre-employment checks, including references and right-to-work requirements.
- Experience using HR information systems (Sage HR) or similar systems.
- Experience of supporting governance processes, including arranging meetings, preparing papers and taking minutes.
- Experience of working within the charity, public or not-for-profit sector.
- CIPD Level 3 qualification or equivalent HR-related qualification.



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: 14th August 2026
Applications open

Date: 16th September 2026
Shortlisting



Date: 14th September 2026
Applications Close

Date: 23rd 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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