

Head of Development – Physical Activity Sector

Job Description and Person Specification

The Head of Development will be instrumental in expanding Active Lincolnshire's impact by building strong partnerships and engaging a wide range of stakeholders throughout Lincolnshire. This role will focus on connecting with both traditional physical activity sector and non-traditional partners to enhance local delivery systems, minimise duplication, and maximise resources and opportunities.

With a commitment to addressing inequalities and removing barriers to participation in physical activity, the post holder will foster collaboration among partners. They will leverage insights, data, research and lived experience to drive strategic initiatives, using their strong leadership and relationship-building skills to unite various organisations and stakeholders. Exceptional communication and influencing abilities are essential to succeed in this role, along with the capacity to support and guide both internal and external partners effectively.

We want to recruit a driven individual looking to make a difference to the health of our community. They should be able to reflect, see a broader picture and connect the dots. Enabling a smart approach to our work and making a difference where it's needed. They should be driven towards a collaborative approach of working, encouraging, championing and enabling others along the way.

Operating with a high degree of autonomy, the role demands self-motivation. The Head of Development for Physical Activity Sector will support the Development Director in executing Active Lincolnshire's Business Plan, in particular, our strategic goal of supporting a resilient and relevant physical activity sector - acting as a vital connector and advocate for enhancing sport and physical activity systems throughout the county.

About Active Lincolnshire

Active Lincolnshire is a charity and one of the national network of Active Partnerships supported by Sport England to lead the local implementation of the national 'Uniting the Movement' strategy which we do through 'Let's Move Lincolnshire' the countywide strategy for physical activity.

It is our aim that everyone in Lincolnshire has options and opportunities to be active every day. We are particularly focussed on increasing physical activity levels and using the positive power of sport and physical activity to tackle inequalities. Lincolnshire as a county has high levels of inactivity, exacerbating other challenges including long-term health conditions - further impacted by gaps in the provision of relevant and accessible opportunities to be active.

Tackling the challenge of inactivity requires us to be working at system level with a wide and complex network of partners and stakeholders and understanding people in our communities.

Anyone joining the Active Lincolnshire team must demonstrably uphold our values of integrity, collaboration, inclusivity, innovation and learning and our commitment to equality, diversity and inclusion and tackling inequalities. Given the nature of the role, an utmost ability to maintain and respect confidentiality is crucial.

How we behave and our ways of working are important to success – specifically the post holder will need to be committed to being a team player, having empathy, a growth mindset and understanding other perspectives.

The Head of Development will:

1. Build relationships and enable collaborative approaches

- Advocate for the physical activity, leisure, and sports sector by identifying and addressing key challenges, skills gaps, and funding needs.
- Develop and sustain relationships across a wide array of organisations, stakeholders, and individuals to broaden Active Lincolnshire's reach to deliver successful programmes and projects as they arise.
- Engage with senior stakeholders and non-traditional partners to align them with Active Lincolnshire's strategic objectives.
- Act as the primary liaison between Active Lincolnshire and local authorities to help address local priorities.
- Build cross-sector partnerships in areas such as education, children and young people, health, transport, and planning to advocate for the role of sport and physical activity in wider agendas, including health and well-being.

2. Champion inclusion and influence reducing inequalities

- Ensure sector-wide focus on reducing inequalities and removing barriers to physical activity participation.
- Influence the physical activity sector by offering insights, case studies, and support on critical topics, such as health, inequality, carbon neutrality, and system leadership.

3. Be an engaging and supportive leader

- Guide stakeholders toward relevant national and regional partners, funding sources, and training to enhance sector quality and relevance.
- Lead regular engagement and communication with stakeholders in the physical activity, leisure, and sports sectors.
- Share learnings and insights with the sector to inform broader strategies and influence future investments.

4. Develop robust programmes and interventions

- Work alongside the Development Director to design and implement targeted programmes aimed at reducing inactivity across Lincolnshire.

- Champion the work of Active Lincolnshire and always represent the charity and its wider work.
- Attend relevant regional and national Sport England and Active Partnerships networks and meetings.

5. Support our operations

- Be committed to equality, diversity and inclusion in all working practices and champion EDI across the sector.
- Ensure good governance and compliance with the Code of Sports Governance
- Be personally responsible for your own health and safety and be aware of obligations to other staff and customers in accordance with legislation.
- Undertaking any other reasonable tasks as requested by the line manager.

Person Specification

About You

The successful candidate will:

- Proven expertise in relationship-building and stakeholder engagement.
- Strong background in project and program management.
- Excellent communication, negotiation, and influence skills.
- Ability to work independently and manage workloads effectively.
- Experience in business development and securing funding.
- Entrepreneurial mindset focused on innovation and revenue generation.
- Leadership and team management experience.
- Be committed to equality, diversity and inclusion in all working practices and to advocate good practice across the wide network of partners.
- Ensure good governance and compliance with the Code of Sports Governance.
- Be personally responsible for your own health and safety and be aware of obligations to other staff and customers in accordance with legislation.
- Collaborative – Able to work with internal and external stakeholders to maximise resources and develop effective shared approaches to achieve a wide variety of outcomes.
- Relationship Builder – Able to develop trust and build and maintain strong connections with colleagues and stakeholders and influence at all levels.
- Strategic Thinking – Able to use data and an insight and evidence-based approach to inform decision making.
- Project Management – Strong organisational and time management skills with an ability to manage and co-ordinate multiple projects at one time.
- Innovative – Able to develop creative solutions to maximise impact of projects and programmes.
- Communication – Ability to maintain multiple relationships across a range of and effectively communicate through multiple channels; ability to clearly articulate and provide narrative around the sector.

Qualifications and qualities

We're more interested in your approach, personal and professional experiences and your attitude, than formal qualifications; however, an excellent standard of written and spoken English is essential for this role. You must be passionate about the positive power of sport and physical activity.

- Current, valid, driving licence (Essential)
- Excellent understanding of the English language (Essential)
- Fluent in IT, digital skills and technology (Essential)
- Excellent written, verbal and presentation skills (Essential)
- Uphold integrity in all that you do, working transparently and with accountability (Essential)
- Commitment to inclusivity and to listening to the voices of people facing barriers to participation (Essential)
- Knowledge of Lincolnshire people, places and stakeholders is desirable.

What matters to us is that we have talented, enthusiastic and experienced professionals working with us who can help deliver our vision. You don't have to be sporty to work at Active Lincolnshire, but you must be passionate about people and the positive power sport and physical activity can have on people's lives. We're more interested in your experience and attitude than formal qualifications.

Inclusive application process

We operate an inclusive, equitable and transparent recruitment and assessment process, underpinned by an organisational commitment to equality and diversity. We actively encourage applications from candidates from diverse backgrounds who can bring an array of skills and experience to our organisation. We're committed to making sure every applicant is assessed solely on merit and relevant experience to do the job.

As an employer, we actively seek to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities. We can only do this by ensuring that the people who work for us are the best they can be irrespective of age, gender, sexuality, ethnicity, disability, marital status, religion or belief.

We value the ideas and contributions from everybody and welcome and support difference. Our aim is to make sure that equality, diversity and inclusion run through everything we do as an employer.

We encourage applications from people with disabilities, and guarantee interviews for applicants with disabilities that meet the requirement of the role as part of our commitment as we work towards the Disability Confident Scheme.

To apply for the role, please:

- Complete an application form ensuring you provide examples and evidence as to your relevant skills and capabilities and how you meet the person specification for the role.
- Complete an EDI monitoring form (optional) to help us understand the demographics of people applying to work at Active Lincolnshire
- Email your completed application and EDI monitoring form (optional) to Amy@AppointConsulting.co.uk

To arrange an informal conversation with the Director of Development in advance of submitting your application, contact Gemma Skaley
Gemma.Skaley@ActiveLincolnshire.com

Timescales

Deadline for applications is end of **Friday 3rd January 2025**

Interviews will be held at the Active Lincolnshire office in Lincoln on
Week commencing **Monday 20th January 2025**

Role details and reward package

Place of work	Flexible working between office (Lincoln) and the option to work from home.
Contract	Permanent
Hours	37 hour per week
Benefits	<ul style="list-style-type: none">• 25 days annual leave, plus all bank holidays and 3 days at Christmas (c. Total 36 days per annum).• 'Celebration day'; additional day for an occasion / birthday / event (subject to annual review)• Westfield Health private healthcare scheme• Free 'Active Nation' Gym Membership• Cycle to work scheme• Active Hour (an hour each week for being active)• Flexible working approach• Team away days• Personal development and training opportunities• Employer contribution pension scheme• Employee wellbeing policy• Contribution to making a difference to the lives of people in Lincolnshire• £40,000 per annum depending on skills and experience
Reporting to	Development Director
Responsible for	No direct reports
Closing date	Friday 3rd January 2025