

Director of Business Operations and Engagement Job description & person specification

Purpose of the role

The Director of Business Operations and Engagement is an exciting new leadership role with this ambitious charity. As an inclusive leader you will be responsible for leading and developing the core business functions including stakeholder stewardship and engagement, strategic communications, organisation wide performance oversight and financial growth.

Working closely with the CEO, Development Director and Director of Strategy and Place and with direct responsibility for a small highly skilled team, the main purpose of the role is to drive business growth and performance aligning strategic connections, engagement and communication. You will have an agile and flexible approach, able to respond at a strategic level to the needs of the organisation and the direction of the work.

You will also ensure our core business functions align with our strategic goals, ensuring compliance and performance are delivered on and enabling opportunities - all through inclusive, collaborative engagement and excellent communication.

To be effective in this role, you will require excellent leadership and organisational development skills, working within complex systems, processes, and contracts across multiple stakeholders internally and externally. You will be an exceptional team player and a leader, able to understand and translate complex information to influence and support people internally and externally to deliver on the Active Lincolnshire Business Plan and all of our contractual work, demonstrating and delivering impact.

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. We do this through understanding need, enabling and connecting others to create change.

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.

How we behave and our ways of working are important to success – specifically the post holder will need to be committed to being an inclusive team player, having empathy, agility, a growth mindset and understanding other perspectives through a passion for equality, diversity and inclusion.

Job description

About the role

The Director of Business Operations and Engagement will:

Lead on our stakeholder stewardship and engagement approach

1. Be the strategic and development lead for our stakeholder engagement processes and strategy, monitoring and understanding its impact in building strong and collaborative relationships.
2. Develop new strategic relationships and innovative partnerships that will enable the delivery of the strategy.

Strategic communications

3. Lead the communications and engagement strategy and growth of Active Lincolnshire and Let's Move Lincolnshire brand awareness and profile.
4. Lead the communications team, supporting high performance, learning and development, building the capacity and capabilities of the team and supporting personal development.

Lead strategic financial performance, business growth and drive excellence in compliance and delivery

5. Seek opportunities for financial growth aligned to our strategic goals.
6. Strategic responsibility to ensure contracts and funded projects and work are aligned across capacity, strategic outcomes, finance and delivery, trouble shooting, mitigating risk and innovating as required

7. Oversee governance and compliance with the Code for Sport Governance, ensuring we embed our commitment to our governance plans in all of our work and understand the impact of this.
8. Drive high organisation performance as part of the leadership team, identifying risks and opportunities and ensuring programmes are delivered on time and on budget.
9. Be clear about intended outcomes and impact of the work, and monitor and evaluate progress including reporting to Board and funding bodies
10. Capture and share learnings from the work to help us improve and to support partners

Leadership and ways of working

11. Ensure tackling inequalities is embedded throughout the work of the organisation, championing equality diversity and inclusion
12. Represent Active Lincolnshire at events, in meetings and through communication, briefings, presentations and advocacy
13. Raise the profile of Active Lincolnshire's work through communication across all channels building awareness, reputation and engagement

Person specification

About you

Our ideal postholder will be able to demonstrate a mix of expertise, experience, energy for and commitment to the following attributes:

- Business growth and development aligned with strategic priorities
- Managing risk and delivery of complex projects and programmes with multiple stakeholders and funders.
- Managing multi year / funder budgets and work streams across a diverse portfolio.
- Strategic communication and movement building focused on influencing behaviours.
- Embedding and enabling organisational governance to support excellence
- Commitment to championing, leading and embedding equality, diversity and inclusion in everything we do
- Leading and building a diverse and dynamic team that supports and enables the whole organisation to deliver the business plan
- Inspiring an organisation culture that creates a brilliant place to work, enabling professional and personal development
- Implementing change and driving forward a strategy at a senior level

- Building effective and strong relationships which enables the delivery of the business plan and the core role of the organisation.
- Producing written material for multi stakeholder audiences and funders at local and county level.

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. An excellent standard of written and spoken English is essential for this role.

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:

1. 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.

2. Complete an EDI monitoring form (optional) to help us understand the demographics of people applying to work at Active Lincolnshire
3. Email your completed application and EDI monitoring form (optional) to our recruitment agency, Root 2 Recruit, lyndsey@root2recruit.co.uk.

To arrange an informal conversation with the CEO in advance of submitting your application, contact Emma Tatlow emma.tatlow@activelincolnshire.com

Timescales

Deadline for applications is end of Sunday 23 June 2024.

Interviews will be held at the Active Lincolnshire office in Lincoln on Week commencing 1 July 2024.

Role details and reward package

Place of work	Flexible working between office (Lincoln) and the option to work from home). Occasional Lincolnshire wide travel.
Contract	Full time (37 hours a week), permanent contract.
Reward package	<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) • Free ‘Active Nation’ Gym Membership • Westfield Health private healthcare • Cycle to work scheme • 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 • £45,000 - £55,000 per annum depending on experience
Reporting to	Chief Executive Officer