Job Description

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| **Employer:** | Active Black Country Limited  |
| **Job title:** | Strategic Lead Active Communities  |
| **Department:** | Partnerships  |
| **Location:** | 1st Floor Neville HouseSteelpark RoadHalesowenB62 8HD |
| **Contract:** | Permanent |
| **Salary:** | Circa £42,000 |
| **Hours of work:** | 37.5 hours per week with additional hours worked as necessary for the proper performance of duties |
| **Reporting to:** | Director of Partnerships  |

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| **Job purpose** |
| The Active Communities Strategic Lead is responsible for working with partners, agencies, and organisations across the Community landscape. The role will be responsible for building knowledge and understanding of community needs across the Black Country. The post holder will maximise the assets to create opportunities that support local people in being active. The post holder will report to the Director of Partnerships to secure and sustain partnerships to support the strategic objectives outlined in the ‘Creating an Active Black Country’ strategic framework, and the wider work of partners & key stakeholders across the Black Country. |
| **Main duties** |
| 1. Take the lead role in the development of the Active Communities theme to realise Active Black Country’s overall vision, mission, and strategic objectives.
2. Drive approaches to place-based work with partners to support a whole system approach to integrating physical activity into wider policy & services, ensuring delivery against ABC investment and operational objectives.
3. Lead the development of high-quality relationships which enable a collaborative focus on local assets, interventions, initiatives, programmes and activities which create opportunities for people to be active and tackle physical inactivity.
4. Develop understanding of local people & communities, the needs, opportunities, and challenges of communities to be active and how this understanding can be used to strengthen partnerships and yield influence to integrate services.
5. Coordinate the development of local plans that support the implementation of local priorities to improve outcomes and tackle inequalities in physical activity levels.
6. Establish and/or maintain effective multi-partner place networks and related forums with buy-in and participation from local community partners, effectively sharing best practice and identifying new ways for partners to work together to achieve better outcomes for communities.
7. Oversee the implementation of related programme investment across the Active Communities theme, ensuring this meets strategic need and supports the objectives detailed in the ‘Creating an Active Black Country’ strategic framework and local partner priorities.
8. Operating as the inclusion & diversity lead for Active Black Country to coordinate the implementation of ABC’s Diversity & Inclusion Action Plan and associated aspects of ABC’s People Plan.
9. To operate as Line Manager to the Programme Officer and Community related posts within the ABC team to ensure the effective delivery of the ABC’s partnerships and work programme and contracts.
10. Management of budget (s) for the Active Communities theme, reporting to the ABC Director of Partnerships to ensure robust and accurate financial management in line with profile and performance targets.
11. Ensuring compliance at all times with contract management, procurement and finance procedures.
12. To be responsible and take reasonable care for the Health, Safety and Welfare of self and other employees and the public in accordance with Health and Safety Legislation and company procedures.
13. Adhere to the Data Protection Act at all times. Confidentiality must be maintained at all times.
14. To adhere to all relevant Active Black Country Limited policies and procedures at all times.
15. Undertake such other duties as may be appropriate.
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| **Person Specification** |
| 1. Demonstrates a proven desire and ability to positively contribute to a high performing, values-driven team culture.
2. Has skills, knowledge and good experience of partnership working to build strong, effective, and valued relationships, across a wide range of people and organisations to influence & develop collaborative agendas.
3. Shows skills in agile and adaptive working proving they can respond quickly, work flexibly and navigate through fast-paced, changing, complex and uncertain environments.
4. Good operational critical thinking and decision-making skills, with a track record of developing community-based evidence led solutions to develop impact led interventions.
5. Demonstrates professional, voluntary, or lived experience of communities most marginalised or under-represented in being active. Has knowledge and understanding of the barriers to activity. Can articulate, demonstrate, or evidence the valuable role that physical activity and sport can contribute to health, environmental & socio-economic outcomes.
6. Has reliable up to date broad knowledge of multiple thematic work areas and a thorough understanding of relevant Government, national, regional and local policies, frameworks, funding mechanisms and approaches.
7. Ability to lead and manage individuals effectively contributing to the development of a fit for purpose team.
8. Is passionate about the power of sport as an enabling tool and increasing participation in sport and physical activity in the Black Country.
9. Excellent organisational and time management skills, with an ability to prioritise and meet tight deadlines as and when required.
10. Articulate, concise, accurate written and oral communication skills.
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**Last updated:** 18.10.23

**Date of next review:** 18.10.23