

GREATERSPORT

Recruitment Pack

Localities Support Lead





 **Welcome**

Welcome note from the CEO

Dear Candidate,

Firstly, thank you for showing an interest in this exciting and important role.

We are a Greater Manchester charity with a clear purpose to Change Lives Together through movement, physical activity and sport. We lead, support and connect people and partners across the Greater Manchester system to enable Active Lives for All, uniting communities and creating more equal and inclusive places so that people can lead happier, healthier and more fulfilled lives.

We play a strategic leadership role in support of GM Moving, the Greater Manchester wide movement for movement and work closely with Sport England to support the local implementation of the Uniting the Movement Strategy.

It is an exciting time for our organisation. We have recently launched our Business Plan, on the back of a 10-year GM Moving Strategy. Whilst the impacts of the pandemic continue, there has never been a greater need for a strong, vibrant and sustainable physical activity and sport system to ensure recovery.

I am very proud of the organisational culture we have created together. We place a huge emphasis on being a great place to work. To us this means being a place where we inspire, grow, lead, learn, move and thrive together to achieve our vision and make positive change. We are a values-led organisation guided by passion, integrity and purpose and we invest in our workforce, so we are all healthy, productive, efficient, high-performing, motivated and progressive.

If you want to join us on the next stage of our journey, we'd love to hear from you. We are committed to equality, diversity and inclusion. We welcome and encourage applications from all backgrounds.

Yours sincerely,

Hayley Lever,

CEO GreaterSport and Exec Lead GM Moving

Our vision

To lead, support and connect the Greater Manchester system in creating the conditions to enable Active Lives for All, uniting communities and creating more equal and inclusive places so that people can lead happier, healthier and more fulfilled lives.

Our purpose

GreaterSport's purpose is Changing Lives Together through movement, physical activity and sport. GreaterSport is a leading Greater Manchester charity. We play a strategic leadership role in support of [GM Moving](#), the Greater Manchester wide movement for movement, with a collective mission of Active Lives for All.

We are one of 43 [Active Partnerships](#); a network of system partners working with Sport England to support the local implementation of the [Uniting the Movement Strategy](#).

Our Values and Behaviours

Our values; **passion**, **integrity** and **purpose**, co-designed with our board, team and partners, guide how we work every day, are important to everything we do, and the way that we do it.

These values are translated into behaviours, which we strive to live out in practice. Our ways of working should be seen and heard internally and by those we work with. We hold ourselves and each other to account on these, use in our recruitment, induction, leadership and management processes and practices. We also use them as a tool to reflect on our performance in regular development reviews and our organisational development.



Passion

For us this means we are excited about what we do. Our belief in our work and mission is visible and inspiring.



Purpose

For us this means we are clear and motivated about our why, what and how. We make things happen.



Integrity

For us this means we challenge ourselves and others to be honest and to do what is right.

Supporting GM Moving in Action

GM Moving in Action is the shared strategy for physical activity across Greater Manchester. It sets out our collective ambitions, commitments and priorities for the next 10 years.

GreaterSport **lead, support** and **connect** people and partners across the system to develop and deliver on the whole system vision and approach to GM Moving in Action. This is our organisational role and is a critical one to the movement.

Our work is organised in support of shared outcomes set out in GM Moving in Action Framework.



GM Moving In Action

Our framework

> Our Mission

- Active lives for all

> Our 5 key priorities

- People, families and communities
- Inclusive participation and access
- Active places
- Whole system integration
- Culture change

> Our 7 catalysts

- Involving & engaging
- Marketing & comms
- Investment
- Governance
- Digital access & innovation
- Learning, research & insight
- Leadership & workforce



> Our ways of working

- Values-led
- Whole system
- Movement-building
- All leaders
- Enabling change
- Learning together

> Key outcomes

- Physical & mental wellbeing
- Individual development
- Social & economic inclusion
- Strong communities
- Environmental sustainability



Enablers

How we create the conditions:

- Involving local people & growing assets
- Strategic leadership enabling collective leadership
- Effective work across & between sectors
- Transforming governance & processes
- Learning & adapting

Our shared priorities

People, Families and Communities

- Active Children and Young People
- Active Adults
- Active Older Adults

Inclusive Participation and Access

- Sport, Leisure and Physical Activity
- GM Walking
- Active Travel Active

Active Places

- Place based working - Local Pilot
- Active environments

Whole System Integration

- Physical and Mental Wellbeing
- Health and Care Integration
- Culture and System Change

Catalysts

- Marketing and Communications
- Data, Insight, Evaluation and Learning
- People, Leadership and Workforce
- Digital Inclusion and Opportunities

Business Operations

- Governance, HR, Finance and Risk



Job Summary

Job title: Localities Support Lead

Team:	Localities	Salary Range:	NJC Spine Points 16-21 (£24,432-£26,975) depending on skills and experience.	Contract: Fixed term March 31st 2025
Reporting to:	Strategic Lead – Local Pilot Network	Location:	National Squash Centre with flexible working	Hours: 37 hours

Your job purpose

The Greater Manchester Local Pilot is part of a national approach, instigated and principally funded by Sport England, and is the largest of 12 pilots in England. The approach aims to test and learn new ways to reduce inactivity and influence whole system change at different spatial levels across Greater Manchester. There is a specific and strong focus on using data, evidence and insight, effective engagement of communities and coproduction, a commitment to innovation and robust evaluation.

The Localities Support lead will support the connective network between the localities and the wider system catalysts. Providing administrative and project support across the Localities team and wider GreaterSport organisation, you will have an important role in supporting the delivery of several strands of work:

- A programme of transformational change, using insight, engagement, behaviour change and whole system approaches
- Reducing inactivity and increase participation in physical activity and sport
- Securing the greatest and fastest improvement to the health, wealth and wellbeing of the people of Greater Manchester

Ultimately the ambition is to achieve population level change in reducing inactivity levels and increasing participation in physical activity, movement and sport with selected audiences.

You will

- Provide the project and administration support for the Local Pilot network and other dedicated investment streams across GreaterSport e.g., Together Fund.
- Support meetings, stakeholder event planning and logistics across the localities and catalyst work, collaborating with relevant programme leads to deliver and support high quality meetings, workshops, training and events.
- Work with the GreaterSport and Children and Young Persons Lead, to support with the roll out of the Creating Active Schools Framework.
- To contribute to learning locally, regionally and across the Sport England national programme
- Develop and maintain effective relationships with colleagues and other stakeholders from a wide variety of partner organisations, ensuring clear and effective channels of communication.
- Support and connect the wider system catalysts – workforce, marketing, evaluation and engagement.
- Facilitate an online community of learning between a wide range of partners, to ensure sharing of resources and knowledge.
- To use relevant systems e.g., GreaterSport's CRM system, ThankQ, to ensure effective communication and that company contacts are kept up to date.


Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to demonstrate our organisational values and associated behaviours.

Purpose... We are clear and motivated about our why, what and how. We make things happen.

Passion... We are excited about what we do. Our belief in our work and mission is visible and inspiring

Integrity... We challenge ourselves and others to be honest and to do what is right

Our ideal candidate	The way we work
<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Experience of working at a similar level. • Experience of providing administrative and project support • Significant experience of using a range of Microsoft office applications, including word, power point, excel and databases. • Experience of using social media and other web-based communication channels. • Experience of supporting marketing campaigns, producing newsletters and effective communications. • Experience of being part of a busy team/programme of work and responding quickly to tight deadlines • Experience of working across and providing project support to a diverse range of projects and programmes. • Skills for communication on complex information and administrative matters, requiring developed interpersonal and oral/ written communication skills • Problem solving skills and ability to respond to sudden unexpected demands • Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales • Skills for managing aspects of projects ensuring they meet timetables, meeting calendars, deadlines, etc. 	

This role profile is not exhaustive and amendments and additions may be required in line with future organisational changes.

Confidentiality

Any information relating to people contacted by the Partnership acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members.

Application equality & disability statement

GreaterSport is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. 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.

Our recruitment system adopts 'anonymised recruitment' approach, this removes the candidate's name and other identifying factors such as age and gender, so we can ensure we hire based on merit only.

At GreaterSport we commit to offering disabled people an interview if they meet the minimum criteria for the job vacancy, subject to some exceptions.

Disclosure

Because of the nature of the work of the Partnership, we take Safeguarding very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact our Child Protection Officer or a member of the management team.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. If you are successful in your application, you may be required to have a DBS check dependent on the nature of work undertaken.

Employee benefits



Annual leave

Annual leave entitlement of 28 days, in addition to public holidays (pro-rata for part time employees).



Pension scheme

Access to a Local Government Pension Scheme. In addition to employee contributions, GreaterSport contributes over 24% of your salary to the pension fund. Also, a qualified employee will be entitled to a death in service benefit of three times their annual salary.



Access to employee health care

UK Healthcare is a company paid health cash plan. It gives you access to and covers the cost of essential healthcare services including chiropody, physiotherapy, dentistry, prescriptions, hospital and maternity costs.



Weekly Physical Activity Allowance

Within the working week there is opportunity to take up to 45mins for sport or physical activity.



Access to Cycle to Work Scheme

This allows you to sacrifice part of your salary to get a bike on which you won't be required to pay VAT.



Commitment to Individual Development

Personal growth is a key component to the success of our organisation. We invest in your learning and development opportunities with an individual development budget every year.



Flexibility to work remotely

We want all staff to feel able to work flexibly as we know this to be beneficial for individual and organisational wellbeing, morale, efficiency and productivity. We believe this is a key cornerstone of being a great place to work.



Family Friendly Policy

We have a Family Friendly Policy which includes including maternity, paternity, adoption and primary carer pay.



Giving back volunteer days

GreaterSport recognises the importance of giving back to local communities by allowing staff to take one day per year to complete a volunteer opportunity.



Equality, Diversity and Inclusion

GreaterSport is committed to providing equal opportunities and promoting diversity, irrespective of ethnicity, age, gender identity, sexuality, disability, religion, pregnancy or personal circumstance. We ensure we consider lived experiences and personal circumstance when creating an equitable working environment, by promoting a safe, equal and respectful workplace.

Equality, Equity, Diversity and Inclusion is critical for the success of GreaterSport and the achievement of our vision. We are fully committed to treating all of our employees, job applicants and volunteers equally and equitably. As an employer, we aspire to being a diverse, inclusive and responsible organisation.

We believe in people. We believe that with the right opportunities, everyone should reach their full potential and we believe that moving more, sport and physical activity is a fundamental key to unlocking potential. Our aim is to have a workforce that not only thrives, but also reflects and understands the communities we work for and with, and one which encourages a sense of belonging for our team and partners.



GreaterSport has been accredited as a Living Wage Employer; a voluntary benchmark for employers ensuring their staff earn a wage they can live on, not just the government minimum.



GreaterSport is Disability Confident Employer, and as such are committed to recruiting and retaining disabled people and those with health conditions.

Mental Health & Wellbeing



GreaterSport is committed to the protection and promotion of the mental health and wellbeing of all its employees. We are signed up to the six standards of 'The Mental Health at Work Commitment' and continuously strive to promote mental health and wellbeing throughout the organisation by offering a dedicated Mental Wellbeing support package.

Contact us

GreaterSport is here to help with any questions or enquiries you may have about the role.

Head Office

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Key Contact

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