

Greater Manchester
Moving > ^ < v



Recruitment Pack



Welcome

Welcome 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 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. In April, we launched our two-year Business Plan, which outlines our vision and purpose and underscores our significant role in the GM Moving in Action strategy, a ten-year initiative aimed at increasing activity and reducing inequalities throughout Greater Manchester.

Data shows a reassuring increase in activity levels, not only among adults but also in children and young people who are surpassing pre-pandemic levels and even outpacing national averages for the first time. While these achievements are worth celebrating, there is more work to do.

With confidence in our role and approach, backed by evidence and evaluation, our dedicated team and board are driven by integrity, passion, and purpose. Each of us plays our part, learning together, and finding genuine enjoyment in our work. Together, we embrace the joy of this journey, creating the conditions for exceptional performance and fostering a sense of fun and fulfilment as part of the movement for movement.

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,
Exec Lead & CEO

About Us

We are a Greater Manchester charity and across our city region, we play a strategic leadership role in support of the [GM Moving in Action strategy](#). Nationally, we are one of [43 active partnerships](#); a network across the country who work collaboratively to create the conditions for an active nation. We also work closely with Sport England to support the local implementation of the [Uniting the Movement Strategy](#).

We were formally known as GreaterSport, and on 1st of September 2023 we became [Greater Manchester Moving](#) (we are still registered as Greater Manchester Sports Partnership). This updated name better reflects our long-term ambitions for Greater Manchester and will enhance our efforts to deliver the shared GM Moving in Action strategy with partners. You can read more about this [here](#).



Our purpose

GM Moving exists to change lives through movement, physical activity and sport.



Our vision

United communities with equal and inclusive places in which people can lead happier, healthier and more active lives.



Our mission

We lead, support and connect a Greater Manchester system that creates the conditions to enable Active Lives for All.

Our values



Integrity

For us this means to lead by example



Passion

For us this means our work is visible and inspiring



Purpose

For us this means we make things happen

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.

We **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.

> 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
- Walking, Wheeling and Cycling

Active Places

- Place based working
- Healthy Active Places
- Active environments

Whole System Integration

- Health and Care Integration
- Culture and System Change

Catalysts

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

Business Operations

- Governance, HR, Finance and Risk



Job Summary

Sport and Physical Activity Welfare Lead

Team:	Sport Partnerships	Salary Scale:	£35,412 - £40,777 p.a. pro rata (subject to skills and experience)	Contract:	Fixed term until March 2027 (open to flexible working arrangements e.g. secondments, job share)
Reporting to:	Strategic Lead – Sport Partnerships	Location:	National Squash Centre with flexible working	Hours:	22.2 hours (3 days per week)

Your job purpose

To achieve the mission of active lives for all, Greater Manchester needs a wide and inclusive range of environments and activities that support the wellbeing of people of all ages, backgrounds and identities to enjoy an active life, with positive experiences. Safe from abuse, harm or harassment. Working across the Greater Manchester City region, you will play a leading, supporting and connecting role to strengthen and champion good welfare and safeguarding standards and practice for clubs, youth and community groups and other organisations delivering all forms of movement, physical activity and sport. The role will form part of a national network of Sport Welfare Officers, with more information available [here](#).

Outcomes

- More positive experiences for children, young people and adults to participate in all forms of movement, physical activity and sport.
- The spreading and strengthening of best practice and integrity within clubs, to create safe positive environments for all.
- Creating and supporting welfare networks across Greater Manchester, prioritising Equality, Equity, Diversity and Inclusion (EEDI).
- Developing an effective network of well supported, better trained and connected Welfare Officers, in community-based organisations that provide movement, physical activity and sport opportunities across the City Region.
- Leading and embedding an exemplar approach to people's welfare and sense of belonging and organisational integrity across the GM Moving team and networks and acting as a catalyst for wider cultural and societal change, to promote equity, equality, diversity, and inclusion, belonging and active lives for all.
- Growing a culture of trust, openness, self-reflection, challenge, generous sharing and shared accountability to support the individual, organisational, systemic and cultural shifts needed.

To meet this challenge, you will combine belief and commitment with knowledge and experience of leadership and support on welfare and strong communication, coaching, facilitation and relationship skills. You will advise, influence, make connections and engage with people and partners, with a commitment to learning, sharing and promoting best practice nationally, regionally and locally.

You will

1. Lead and support the promotion of welfare best practice for both children, young people and adults, particularly with Club Welfare Officers and associated roles in community-based settings.
2. Lead and co-ordinate training and learning opportunities for the welfare networks infrastructure (specifically for Club Welfare Officers) and with parents/carers and participants.
3. Build and foster good working relationships and effective communication with Club Welfare Officers (or equivalent), developing high levels of trust, honesty, challenge and shared learning, through a mix of forums, conversations and visits.
4. Play an active role in advocating and sharing best practice nationally, regionally and locally.
5. Facilitate and support reporting and referral of safeguarding cases from local to national, and if appropriate, resolution of lower-level concerns.
6. Connect people and partners working on welfare, both within and across the sport and physical activity sector, and inside to outside sport e.g. statutory services, local safeguarding boards.
7. Demonstrate leadership in connecting the welfare ambitions into wider GM Moving priorities and ensure that this work is a catalyst for wider culture, system and behaviour change.
8. Ensure that the work is guided and informed by evidence, data, insight and best practice.
9. Nurture a culture of trust, openness, generous sharing, collective accountability, reflective practice, empathy and challenge across and between partners and the welfare network.
10. Engage with and contribute data towards the national evaluation study which will measure the outputs, outcomes and impact of the work, and engage in reflective practice and data on approaches for GM.
11. Draw on and further develop understanding and practice around the importance of imagery, language, narrative and communications in promoting inclusion, belonging and positive experiences
12. Work closely with GM Moving's Safeguarding Officers and the Board Safeguarding Lead, to support on-going safeguarding work.
13. Effectively manage a delivery budget.

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 will have:

1. Welfare experience (with children, young people or adults) and a professional knowledge of welfare issues, procedures, priorities, and policies, both inside and outside of sport and physical activity.
2. A good understanding of safeguarding procedures, the welfare infra-structure, and case management thresholds (lower-level and serious concerns).
3. An ability to build trusted and open relationships, demonstrating a track record of facilitating effective networks and partnerships (at a local and sub-regional level, and within the voluntary sector).
4. Excellent communication skills (both verbal and written).
5. An ability to deliver or source welfare training, enabling volunteers to have the correct welfare knowledge.
6. Proven skills in dispute and conflict resolution, such as coaching, facilitation, negotiation, and mediation.
7. An ability to manage competing priorities, particularly in relation to supporting National Governing Bodies colleagues, local clubs and other providers.
8. Knowledge in the use of digital technology and how it enables the sharing of resources (particularly in relation to welfare).
9. An ability to travel and work occasional evenings and/or weekends (engaging with welfare volunteers).
10. Experience of preparing, managing and monitoring a budget.
11. A strong alignment to our values of passion, integrity, and purpose.

The way we work



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

Greater Manchester Moving 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 an '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 Greater Manchester Moving 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 may be required for legal reasons. If you have any questions or concerns about this, please feel free to contact our Lead Safeguarding Officer or a member of the management team.

Some of our posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. In these cases applicants are not entitled 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 29 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, Greater Manchester Moving 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.



Giving back volunteer days

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



Family Friendly Policy

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

Equality, equity, diversity and inclusion

Greater Manchester Moving 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 Greater Manchester Moving 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.



Greater Manchester Moving 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.



Greater Manchester Moving is a Disability Confident Committed Employer, and as such is committed to recruiting and retaining disabled people and those with health conditions.

Mental Health & Wellbeing



Greater Manchester Moving 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

GM Moving 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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Greater Manchester Sports Partnership is a company limited by guarantee registered in England and Wales
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Charity No. 1059115

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