

## committed to helping everyone live their best life

Working for us is much more than just a job. You'll become one of our own, part of our inspiring Active Tameside family, bound together by a strong sense of belonging which only comes from like-minded people, passionate about helping people to live their best lives.

As an awarding winning and compassionate Charitable Trust we have your health, wellbeing and happiness at heart, offering excellent training, development and career progression, a host of benefits including a local government pension scheme and free Active Premier membership with access to all 7 of our facilities. Membership includes gym, classes, general swim, spa and exclusive Les Mills virtual classes on our app - all worth £37.29 per month.

**So, what are you waiting for? Become part of something different and help us make a difference.**

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### Partnership & Project Manager – Everybody Can

|                        |                                         |
|------------------------|-----------------------------------------|
| <b>Salary:</b>         | £34,823.14 p.a (pro-rata for part-time) |
| <b>Working hours:</b>  | 21 hours                                |
| <b>Contract type:</b>  | Permanent                               |
| <b>Closing date:</b>   | 18 <sup>th</sup> September 2026         |
| <b>Interview date:</b> | TBC                                     |
| <b>Job Reference:</b>  | AT284                                   |

### how to apply

To apply for this position please fill out the form online or alternatively complete an application form and return it to **HR@activetameside.com** or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.

Application forms can be found on **www.activetameside.com/job-vacancies** or email **HR@activetameside.com**. For help or advice in completing the application form please contact Human Resources on 0161 366 4814.



### here for Tameside, not for profit.

Active Tameside is a registered charity which means 100% of our profits go back into ensuring the best possible facilities and services for the Tameside community.

Find out more at [activetameside.com/charity](https://www.activetameside.com/charity)



[activetameside.com](https://www.activetameside.com)

## job description

To lead the development, coordination and delivery of Everybody Can Service Areas, supporting health, wellbeing, physical activity, social inclusion and life opportunities for children, young people and adults with Special Educational Needs and Disabilities (SEND), learning disabilities and additional needs across Tameside.

### The Partnership & Project Manager will:

- Lead strategic projects and programmes that support SEND participants and adults with learning disabilities and additional needs.
- Develop and manage partnerships with education, health, social care, community and voluntary sector organisations.
- Secure and manage funding opportunities that support programme growth and long-term sustainability.
- Support Active Tameside's commitment to inclusion, accessibility and reducing health inequalities.
- Ensure programmes are participant-centred, outcome-focused and aligned to local and national priorities.

Please check out our Active Everybody Can brochure here -

<https://www.activetameside.com/wp-content/uploads/2021/04/AT-Everybody-Can-Brochure.pdf>

## role profile

|                        |                                               |
|------------------------|-----------------------------------------------|
| <b>Role Title:</b>     | Partnership & Project Manager – Everybody Can |
| <b>Grade:</b>          | Grade G                                       |
| <b>Date:</b>           | September 2026                                |
| <b>Responsible to:</b> | Head of Health and Communities                |

## Role Accountabilities:

All our roles play a key part in delivering our strategic themes to achieve our goals:

### Strategic Project Leadership

1. Lead the planning, implementation and evaluation of SEND and disability-focused programmes and projects.
2. Develop annual project plans aligned to organisational objectives and local priorities.
3. Identify opportunities to expand provision and increase engagement among underrepresented groups.
4. Ensure all projects are delivered on time, within budget and achieve agreed outcomes.
5. Monitor project performance and continuously improve programme quality.

### Partnership Development & Stakeholder Engagement

6. Build and maintain strong relationships with key stakeholders within children and adult social care, education, health and the VSE sector.
7. Act as the key point of contact for SEND and disability-related partnerships.
8. Represent Active Tameside at strategic meetings, forums and partnership groups.
9. Develop collaborative projects that improve outcomes for participants and communities.

### **SEND & Learning Disability Programme Development**

10. Design and oversee Everybody Can delivery programmes inclusive of children's, adults, community and Education provisions which support holistic development regards health, wellbeing and social care as well as promoting independence.
11. Promote participant voice and co-production within programme design and delivery.

### **Funding, Commissioning & Sustainability**

12. Identify and secure external funding opportunities.
13. Prepare funding applications, project proposals and partnership bids.
14. Manage funded projects and ensure compliance with funder requirements.
15. Produce monitoring reports and evidence of impact.
16. Develop sustainable delivery models and partnership approaches.

### **Team Leadership & Workforce Development**

17. Provide leadership, support and guidance across the Everybody Can Service team.
18. Support recruitment.
19. Promote a positive culture of learning, collaboration and continuous improvement.
20. Coordinate workforce development opportunities across Active Tameside.

### **Monitoring, Evaluation & Impact Reporting**

21. Establish robust monitoring and evaluation systems.
22. Track key performance indicators including:
23. Produce reports for senior leadership, partners and funders.
24. Use participant feedback and data insights to improve programme effectiveness.

### **Safeguarding, Inclusion & Compliance**

25. Ensure all programmes meet safeguarding, health and safety and organisational requirements.
26. Maintain compliance with relevant legislation and best practice guidance.
27. Promote a safe, welcoming and supportive environment for all participants.

### **Key Outcomes / Success Measures**

- Increased participation from SEND participants and adults with learning disabilities and additional needs.
- Strong and sustainable partnerships with key stakeholders in Tameside.
- Successful delivery of funded projects and commissioned services.
- Improved holistic outcomes for clients
- Positive feedback from participants, families, carers and partners.
- Demonstrable social impact and community benefit.
- Growth in external funding and partnership investment.

## **Requirements:**

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

### **Knowledge**

**Strong understanding of SEND, learning disabilities and additional needs.**

**Understanding of safeguarding, inclusion and accessibility principles.**

**Knowledge of local SEND and disability networks within Tameside**

*Understanding of public health and health inequality agendas*

*Relevant qualification in project management, community development, sport development, education, health or social care.*

*First Aid qualification.*

### **Experience**

**Experience managing projects, programmes or services within SEND, disability, health, wellbeing or community settings.**

**Experience developing and managing strategic partnerships.**

**Experience managing staff, volunteers or delivery teams.**

**Experience securing, managing or reporting on funded projects.**

*Experience working within leisure, physical activity or sport settings.*

*Experience of commissioning, contract management or grant funding.*

### **Skills**

**Excellent stakeholder engagement and communication skills.**

**Strong organisational, planning and project management skills.**

**Ability to analyse data, measure outcomes and demonstrate impact.**

*Strategic leadership skills.*

*Funding and bid development skills.*

*Communication and influencing skills.*

*Problem-solving and innovation skills.*

*Collaboration and relationship-building skills.*

## **Essential Criteria – in bold**

*Desirable Criteria – in italics*

**our employee  
lifecycle**



**Hire me**

Provide a job role that enables me to utilise my unique talents ensuring individuals are fit for purpose and success.

**Develop me**

I am supported by managers that will help me develop as an individual to be the best I can be.

**Manage my  
performance**

Provide an environment that promotes continuous learning and development. Managers and employees are clear on their mutual expectations and managers provide helpful and constructive feedback.

**Engage and  
motivate me**

I am able to participate in decisions that affect me and my team. And concerns I have are dealt with urgently with any issues dealt with sensitively and with emotional intelligence.

**Thank me**

My time and extra effort are recognised and appropriately rewarded. Leaders and managers show respect for my time.

**Wish me farewell**

My feedback is appreciated and may enable continued improvements in the workplace for others.