

Job Description

Job Title: Empowering Communities Manager

Salary: £29,651 to £33,709

Post status: Full time (37 hours per week). The post has flexible working, with some evenings and occasional weekend work, but it is intended for the role to be mainly delivered during weekdays, office hours.

The role will include a mixture of office working (approximately 2 days a week at our offices in Shrewsbury), and home working along with meetings in the community.

5 year contract will be offered to 31 March 2027, with potential for extension depending on award of further funding.

Other benefits: Access to a staff pension scheme will be offered.

Organisation structure: The post will come under the direct line management of the Head of Operations.

About us:

Energize Shropshire, Telford & Wrekin (STW) are one of 43 Active Partnerships across England funded as a system partner to influence and deliver systemic change so that encouraging an active lifestyle is everyone's business. As a strategic organisation our purpose is to improve the quality of life through the benefits of physical activity and, for the next five years, we are striving to engage and motivate a movement which will tackle the barriers to an active lifestyle and as such eliminates inactivity across our area.

We know we can't do it alone and our role is to champion the life changing impact of an active lifestyle and ensure that everyone across our area can benefit from it. There are many within our communities who face barriers to benefitting from an active lifestyle and Energize are committed to empowering our local sector and beyond, to provide inclusive, diverse, and equitable opportunities so that everyone has a choice to be active.

The post will be an integral member of the Energize Empowering Communities Team and as such will, through their everyday approach and behaviour, live our four values;

- **Empowering** others to support influence and advocate for systems change and improved opportunity for everyone to be active everyday
- Being **curious** about what the barriers may be for different communities and the trigger that may help to eliminate inactivity and inequality
- Encouraging a truly **collaborative** approach which recognises the strengths and experiences that all may be able to bring and their capacity to bring about change
- Ensuring that we take steps to understand others, welcome the diversity they bring and to encourage an **inclusive** system

About the role:

Energize Empowering Communities (EC) Team is collectively responsible for addressing inequalities across our communities, empowering local community groups to use physical activity to improve health and wellbeing, working alongside our other Empowering Communities

Manager and collaboratively across the Energize team and its partners. Whilst the post does not currently, there is potential for this role to have line management responsibilities in future.

Specific duties:

This role will primarily focus on addressing inequalities for inactive audiences in particular people living with long term health conditions, disabilities and people from low-socio economic groups. Aspects of this role will involve developing projects and programmes such as the Actio Consortium All In Short Breaks programme working with families and children and young people with Special Educational Needs and Disabilities (SEND). Other more specific duties include:

- **Develop meaningful relationships with a diverse range of partners, locally and nationally, for example:**
 - Organisations where activity is not their primary purpose e.g. Dementia group, faith group etc.
 - Statutory partners e.g. local authorities, Integrated Care System etc.
 - Local people who champion their community places and spaces.

- **Connect the physical activity sector with other systems or sectors in particular Public Health, Adult Social Care and Social Prescribing.**
 - Creating mutual understanding across systems so they can embrace their shared responsibility in helping local people benefit from a more active lifestyle.
 - Supporting the activity sector to be ready so that other services can signpost and refer in.
 - Develop the organisations understanding on health system processes and relationships including Social Prescribing, Community Mental Health services and other community-clinical led opportunities.
 - Explore relationships with adult social care teams, bridging connections, understanding insight to influence local investment and further opportunities for collaboration.

- **Capture meaningful impact and learning to build understanding of our diverse communities, to share insight so that the physical activity sector can be a welcoming place for all.**
 - Attending local and national forums, groups, and networks to support the team embed new learning into our organisation.
 - Creating opportunities to share learning with those working and volunteering in the sector.
 - Monitoring programmes and grant funded projects, capturing data and the latest information and opportunities.

- **Nurture a more sustainable and equitable activity sector.**
 - Providing advice and guidance for project ideas and development plans, bridging learning between community organisations and different systems.
 - Understanding local needs and creating appealing opportunities for workforce development e.g. training, webinars etc.
 - Facilitate and chair meetings where necessary to connect partners, share understanding and encourage partnership working.

In general:

Promote equality, diversity and safeguarding practices in all programmes and consider the best way to open access and welcome involvement from all members of the community in the way activities are implemented.

The post holder will be responsible for developing other schemes and projects as directed by the Senior Leadership Team, such that they will:

- Help to achieve the strategic aims and objectives of Energize
- Align with existing Sport England (and other) contracts
- Assist with diversifying income for the organisation

The post holder will be expected to ensure that the work is carried out within the framework of Energize's policies and procedures, with particular reference to Energize's Equal Opportunities Policy, Safeguarding policies, GDPR (data protection policy) and Health and Safety Guidelines.

If you would like to have an informal discussion around the role please call Jessica Bradbury – Head of Operations – 07958 318915

Person Specification

Please demonstrate how you meet all of the essential criteria below. We will then consider the desirable criteria.

Theme	Shortlist criteria	Criteria		Assessment method		
		Essential	Desirable	Application	Interview	Certificate
Qualifications & evidenced training	Literacy, numeracy, and IT skills sufficient to develop presentations, materials, and written reports	✓		✓	✓	✓
	Committed to continuous improvement and professional development	✓		✓		✓
	Degree (or equivalent experience) in relevant subject	✓		✓		✓
Knowledge & experience	Experience in establishing and maintaining positive relationships in a professional environment	✓		✓	✓	
	Demonstrable experience working with communities, some of which to include working in and leading partnerships, creating development plans, and leading projects from ideation to completion	✓		✓	✓	
	Engaging with community groups who face barriers in leading a positive lifestyle – particularly those who would benefit from health interventions	✓		✓	✓	
	Knowledge of Adult Social Care systems		✓	✓		
	Knowledge of Social Prescribing and/or the Integrated Care system		✓	✓		
	Well-developed communication (written and other) and interpersonal skills in order to motivate, enthuse, challenge and influence	✓		✓		
Personal skills & attributes	Effective organisational skills (e.g., time management, managing priorities and meeting deadlines), within a team and independently	✓		✓	✓	
	Confidence in communicating with diverse groups, from strategic partners to local people, from national health charities to local organisations from other sectors e.g. Primary Care Networks, adult social care teams	✓		✓	✓	
	Belief in the benefits that living an active lifestyle can bring	✓		✓	✓	
Special working conditions	The post holder must have access to a suitable means of transport as required for official duties and must maintain a full current driving licence, with business insurance.		✓	✓		✓