

HR Support Brief: Active Lincolnshire

1. About Active Lincolnshire

Active Lincolnshire brings people and organisations together to help more people be more active, more often. We champion the positive power that sport and physical activity have on the lives of people of all ages and abilities, and we are committed to improving access and participation across Lincolnshire.

We are a charity, funded by Sport England, to deliver the national **Uniting the Movement** strategy locally, addressing inequalities and the challenge of inactivity.

We do this by collaborating and co-creating. We listen, understand local need, and test and learn. We support a whole-system approach to embedding physical activity into daily life. We are the strategic lead for coordinating and communicating across the physical activity, sport, and leisure sector. Our work is focused on tackling inequalities and ensuring everyone has access to opportunities to be active.

We are seeking to engage HR support on a retainer basis to complement our growing team.

Our operations must align with UK Employment Law, Charity Commission guidelines, and Tier 3 of the Code for Sports Governance. We have many policies and procedures already in place, which are reviewed regularly. We seek continual improvement and compliance, proportionate to the size of our charity. Our Governance and Standards Committee has Board oversight of policies and procedures.

We are looking for a proactive and responsive HR partner to provide expert advice and practical support as we scale and continue to evolve our people practices.

2. Scope of Work

We are seeking a flexible, experienced HR partner who can provide monthly or ad hoc support, with scope to adjust as our needs change. A flexible contract

over an initial 6 to 12-month period (with potential to extend) is preferred, starting as soon as possible.

The support will include, but is not limited to:

Recruitment Policy & Pack Review

- Review, update, and align recruitment policies and templates with best practice and legal compliance.
- Develop or improve recruitment packs (e.g., role descriptions, interview guidance, offer letters).
- Review recruitment and onboarding processes, including induction materials, to ensure they are compliant, efficient, and inclusive.
- Ensure all roles have appropriate recruitment and employment paperwork.

Contracts, Documentation & Compliance

- Review and draft employment contracts, consultancy agreements, and other documentation.
- Ensure right-to-work checks and employment records are compliant with UK law.
- Provide guidance on GDPR and safe handling of employee data.

Policy Development & Compliance

- Draft, update, and align policies with legal and regulatory standards (UK employment law, Charity Commission, Sport England governance) as required.
- Support regular policy reviews to ensure they remain current and proportionate.

Embedding People Development Framework

- Support the implementation and embedding of our new People Development & Performance Management Matrix (developed in-house).
- Help identify training and development needs, including line manager training and EDI awareness.

Employee Relations

- Provide guidance and support on staff matters, conflict resolution, wellbeing, disciplinary or grievance procedures, and mediation when required.

Performance Management

- Advise on best practices and support performance conversations.
- Help managers apply processes consistently and fairly.

Wellbeing, Health & Safety

- Provide advice on wellbeing policies and practices.
- Support duty-of-care responsibilities, including stress management and occupational health referrals if needed.

Offboarding & Exit Processes

- Support offboarding and exit interviews.
- Provide advice on redundancy, restructuring, and settlement agreements if required.

Ad Hoc HR Support

- Address people-related matters as and when they arise (e.g., recruitment queries, contract reviews, onboarding/offboarding support).

Strategic HR Input (optional)

- Input on organisational design, culture, professional development planning, and ways of working as we scale sustainably.
- Advise on potential HR systems or processes that could support efficiency as we grow.

Desired Outcomes:

- A compliant and professional suite of recruitment and HR policies.
- Employment contracts and documentation that are legally sound and up to date.
- A consistent, embedded performance and development culture.
- Confidence that our HR approach supports our governance, people, and EDI commitments.
- Assurance that our practices are legally compliant, proportionate to our size, and future ready.

3. Ideal Partner

While charity experience is beneficial, it is not essential. We are looking for a HR professional or consultancy who:

- Understands the nuances of working within the not-for-profit or charitable sector.
- Has experience supporting small, dynamic teams in a flexible, non-hierarchical setting.
- Can operate with empathy, clarity, and pragmatism.
- Brings added value through knowledge of people development, culture building, and efficient HR structuring.
- Has proven HR expertise in UK employment law and, ideally, the charity sector.
- Has experience working with funded organisations (e.g., Sport England).
- Brings strong policy writing and alignment skills.
- Shows sensitivity to the unique challenges of a small, values-led team.
- Has experience embedding HR frameworks in developing organisations.

4. Engagement Details:

- **Type of Engagement:** Retainer-based consultancy
- **Duration:** Initial term of 6–12 months, with potential for extension aligned to our funding contract ending in 2027
- **Estimated Time Commitment:** Negotiable based on need

- **Working Style:** Flexible and collaborative. We value trust, wellbeing, and inclusion and aim to foster a positive culture and employee experience.

5. Timescales

Action	Date
Brief issued	Mid September 2025
Deadline for response	Tuesday 30 th September 2025
Response review / shortlist / follow up	w/c 6 th October 2025
Final appointment	w/c 6 th October 2025
Start-up meeting	w/c 13 th October 2025

6. Budget

Open for discussion. Please provide a clear breakdown of costs, including any expenses.

7. Your Response

Interested agencies are required to submit the following:

- **Methodology:** Outline your approach to fulfilling the scope of work and delivering the objectives.
- **Price:** Provide a breakdown of costs, including any expenses.
- **Examples of Previous HR Support:** Include relevant case studies.
- **Team Experience:** Brief profiles of the team members who will work on this project.
- **Timeline:** A proposed timeline for expected start dates.
- **Added Value:** Any additional experience, ideas, or opportunities you would bring.
- **EDI:** Link to your EDI policy and evidence of your commitment to inclusion.
- **Environmental Commitment:** Link to your environmental sustainability policy.

Active Lincolnshire is fully committed to embedding equality, diversity, and inclusion across our organisation. Inclusion is central to all that we do, and we take a zero-tolerance approach to any form of discrimination. We require our wider supply chain to uphold the same values. We will not work with suppliers

that do not share this commitment, and we reserve the right to terminate contracts with any supplier who fails to comply.

8. Selection

The selection will be based on the information provided in your response and will be reviewed and scored by a panel on the following weighting:

Criteria	Weighting
Approach to the brief, innovation and creativity, and ability to meet timescales	35%
Value for money	25%
Relevant experience	15%
Alignment to our values and objectives	10%
Commitment to equality, diversity and inclusion	5%
Environmental commitment	5%
Added value	5%

9. Contact

If you have any questions or would like to discuss this further, please contact:

Clare Williams,
 Director of Business Operations and Engagement,
 07891 046 525
clare.williams@activelincolnshire.com

10. Additional Information / Useful Links

Sector: UK Charity / Sport Governance
 Team Size: 15 employees (with growth projected within 18 months)
 Location: Lincolnshire (flexible and hybrid working culture)

Active Lincolnshire <https://www.activelincolnshire.com/>
[Our overall strategy \(Let's Move Lincolnshire Strategy\)](#)
[Business Plan](#)