

HEAD OF DEVELOPMENT Communities and Wellbeing

JOB DESCRIPTION & PERSON SPECIFICATION

The Head of Development, (Communities and Wellbeing) is responsible for leading the strategic development and impact of Active Lincolnshire's health and community focused work. Part of Active Lincolnshire's senior team, the post holder will work with a range of partners and the team to drive the development of strategic work in these areas to create greatest impact according to need. The purpose of the role is to connect and embed physical activity across the priority themes of health, active environments, and communities, with a focus on tackling inequalities resulting in enabling more people to be more active.

The role will connect multiple work areas and partners and create opportunities to influence and advocate for change across the system. The post holder will work alongside the Head of Development for Young People and Workforce and will manage an internal team.

The post holder will require excellent leadership and relationship development skills, working with a complex and wide range of partner organisations and stakeholders. You will be an exceptional communicator, be able to influence and support people internally and externally and use insight, data and research to drive meaningful strategic outcomes.

ABOUT ACTIVE LINCOLNSHIRE

Active Lincolnshire is a charity and one of the national network of Active Partnerships supported by Sport England to lead the local implementation of the national 'Uniting the Movement' strategy which we do through 'Let's Move Lincolnshire' the countywide strategy for physical activity.

It is our aim that everyone in Lincolnshire has options and opportunities to be active every day. We are particularly focussed on increasing physical activity levels and using the positive power of sport and physical activity to tackle inequalities. Lincolnshire as a county has high levels of inactivity, exacerbating other challenges including long-term health conditions - further impacted by gaps in the provision of relevant and accessible opportunities to be active.

Tackling the challenge of inactivity requires us to be working at system level with a wide and complex network of partners and stakeholders and understanding people in our communities.

Anyone joining the Active Lincolnshire team must demonstrably uphold our values of integrity, collaboration, inclusivity, innovation and learning and our commitment to equality, diversity and inclusion and tackling inequalities.

How we behave and our ways of working are important to success – specifically the post holder will need to be committed to being a team player, having empathy, a growth mindset and understanding other perspectives.

JOB DESCRIPTION

ABOUT THE ROLE

The Head of Development - Communities and Wellbeing will:

1. Be the strategic and development lead for 'Let's Move Lincolnshire' priority areas of Health and Wellbeing, Active Environments, Connecting Communities and Tackling Inequalities to realise the ambitions set out in the 10-year strategy
2. Lead Active Lincolnshire's health, inequalities and communities team, supporting high performance, learning and development, building the capacity and capabilities of the team and supporting personal development
3. Drive high performance as part of the senior management team, identifying risks and opportunities and ensuring programmes are delivered on time and on budget.
4. Ensure tackling inequalities is embedded throughout the work of the organisation, supporting the EDI lead to cascade best practice and increase impact and understanding of the inequalities agenda
5. Take an insight and person-centred approach to understanding local need in order to influence and shape the work.
6. Collaborate and co-create with many partners and partnerships across the system (local, regional and national) championing and advocating for physical activity
7. Represent Active Lincolnshire at events, in meetings and through communication
8. Work closely with the Head of Development for Young People and Workforce to connect opportunities and work strands across the organisation
9. Be clear about intended outcomes and impact of the work, and monitor and evaluate progress including reporting to Board and funding bodies
10. Capture and share learnings from the work to help us improve and to support partners

11. Raise the profile of Active Lincolnshire's work through communication across all channels working with the Marketing Manager to align messages and build the AL and LML brands
12. Identifying growth opportunities and new income streams to create greater impact
13. Ensure good governance and compliance with the Code of Sports Governance
14. Deputise for the Chief Executive as required and be part of the senior management team

PURPOSE OF THE ROLE

- A) To be the strategic lead of our work in embedding physical activity across health and wellbeing sector;
 - Lead on strategic oversight of the physical activity and health inequalities work including the coastal partnership
 - Lead on strategic relationships with partners across the health and care system. Identify opportunities for creating impact including a shared approach to data and insight
 - Lead ALs relationships with District Authorities health and wellbeing strategies
 - Oversee the delivery of any relevant funded programmes
 - Line manage the Active People and Place manager
- B) To be the strategic lead for tackling inequalities and equality, diversity and inclusion supporting the EDI manager.
 - Cascade best practice across the organisation and the sector
 - Oversee the delivery of any relevant funded programmes
 - Line manage the EDI manager
- C) To be the strategic lead for Active Environments; including leading on active travel and the environmental/ carbon neutral agenda
 - Identify where greatest impact can be made to support and develop Active Travel
 - Managing active travel programmes as relevant
- D) To be the strategic lead for Connecting Communities and our place-based work. Including influencing and connecting with community and voluntary sector, District Authorities and place-based organisations
 - Represent Active Lincolnshire at CVSE strategic meetings, supporting the sector and champion physical activity being embedded across of community delivery

- Connect with other organisations delivering place based support and services to influence physical activity
- E) To connect with Head of Development for young people and workforce, ensuring interconnected work areas and opportunities are identified and maximised and champion cross- team working for greater impact.

PERSON SPECIFICATION

ABOUT YOU

The successful candidate will:

- Have experience of implementing change and driving forward a strategy at a senior level
- Understand the health landscape and have experience of working in a public health role
- Understand the physical activity sector and have experience of working in the sector at a senior level
- Have significant experience and understanding of local authorities and the ability to understand, support and influence local strategy and policies
- Have experience of commissioning and interpreting multiple sources of complex data and insight in order to inform decisions and strategy
- Be an experienced manager of people, budgets and work programmes with a track record of creating impact and delivering results
- Be committed to creating positive change through innovation, partnership working and a values led ethos
- Be a strategic thinker - with the ability to turn strategy into action
- Be experienced in understanding local needs of communities and places and how to create opportunities through co-creation and collaboration through creative and innovative partnerships
- Have excellent written and verbal communication skills with the ability to comprehensively articulate complex information, providing an evidence base for support and collaboration to tackle the challenge of inactivity
- Be an honest, trusted partner, with the ability to develop and maintain strategic relationships, creating opportunities for Active Lincolnshire to influence system change
- Be committed to professional and personal development and the development of the team

- Have a flexible approach and ability to manage multiple projects and programmes simultaneously and to respond, innovate and evolve opportunities to address the challenges and local need
- Provide senior leadership to the organisation, championing high performance and provide system leadership across the network
- Have experience in developing creative and innovative behaviour change solutions to meet local need, supported with an evidence base

SKILLS AND EXPERIENCE

ESSENTIAL

Leadership and influence

- Proven leadership and influencing skills
- Evidence of managing strategic workstreams, including identifying and mitigating risks,
- Ability to manage multiple areas of work simultaneously and identify opportunities for areas of work that are mutually beneficial.
- Evidence of working with communities facing inequalities and experience of working to co-create meaningful responses with a range of audiences
- A commitment to equality and diversity in working practices, with the ability to embed this across all aspects of work
- Ability to gain trust and commitment from partners; developing, maintaining and managing relationships
- Experience of working in partnership at a senior level and operating in a complex system to achieve shared priorities through collaboration and co-creation
- Experience of identifying, securing and seeking opportunities for funding
- Flexibility in your approach and working style and a commitment to collaboration

Strategy, insight and evaluation

- Experience of implementing, measuring and monitoring the impact of strategies
- Ability to drive a learning culture across the team and wider network
- Ability to commission understand, interrogate and use complex data to inform decisions
- Understanding of methodologies to evaluate performance and impact of funded programmes including social return on investment
- Experience of building and managing budgets and co-funded programmes

Communication and relationship management

- Excellent communication skills including presentation skills, writing strategic papers and reports
- Ability to build and develop relationships creating trusted partnerships and meaningful relationships with a variety of stakeholders

DESIRABLE

- Understanding of place-based working
- Experience of working in associated sector such as transport and planning, community and voluntary sector
- Knowledge of Lincolnshire people, places and stakeholders

We're more interested in your experience and attitude than formal qualifications; however, degree level or equivalent qualification is desirable and an excellent standard of written and spoken English is essential for this role. You must be passionate about the positive power of sport and physical activity.

APPLICATION PROCESS AND TIMESCALES

We operate an inclusive and transparent recruitment and assessment process, underpinned by an organisational commitment to equality and diversity. We actively encourage applications from candidates from diverse backgrounds who can bring an array of skills and experience to our organisation.

To apply for the role, please complete an application form ensuring you provide examples and evidence as to your relevant skills and capabilities and how you meet the person specification for the role.

Email your completed application and EDI monitoring form (optional) to Lindsay Parker lindsay.parker@activelincolnshire.com

To arrange an informal conversation with the CEO in advance of submitting your application, contact Lindsay Parker (lindsay.parker@activelincolnshire.com) NB: Only available before 26th May.

Deadline for applications is Sunday 4th June (midnight).

Interviews will be held at the Active Lincolnshire office in Lincoln on Thursday 8 June. Interview notifications will be made on Monday 5 June.

Place of work	Flexible working between office (Lincoln) and the option to work from home (up to 2 days / week). Occasional Lincolnshire wide travel.
Contract	Full time (37 hours a week), permanent contract.
Benefits	£39,000 - £42,000 salary (depending on level of experience).

	<p>25 days annual leave + plus bank holidays Pension contribution and private health care scheme Team wellbeing policy Training and development opportunities Free Active Nation membership (Yarborough & Birchwood).</p>
Reporting to	Chief Executive Officer
Responsible for	Active People and Place Manager and Equality, Diversity and Inclusion Manager
Closing date	Sunday 4 June 2023