

RECRUITMENT PACK

YOUR APPLICATION

Thank you for your interest in working with Active Lincolnshire. On the following pages, you will find further details about the charity, and the selection process to assist you in completing and tailoring your application. In order to apply you should submit:

- A completed application form
- The Equal Opportunities Monitoring Form – (NB: completion of this is not mandatory; it is requested for monitoring purposes in line with our commitment to equality and diversity).

Please note that applications can only be considered if all the documentation is complete. Please submit your completed application documents using the details from this recruitment pack and included in the job and person specification.

Applications must be submitted by email to lindsay.parker@activelincolnshire.com and received by 9am Tuesday 3 May 2022

Please ensure we receive your application in good time. If you require a confirmation of the receipt of your application, please clearly state this when submitting it.

If you have any questions about the recruitment process, or would like to arrange an informal conversation with Gemma Skaley, Head of Operations of Active Lincolnshire, please contact me to arrange.

Kind regards,

Lindsay Parker

**Finance and Business Manager
07903 266 059**

CONTENTS

Welcome to Active Lincolnshire	3
About Active Lincolnshire	4
The Positive Power of Sport and Physical Activity	6
Tackling Inequalities and Inactivity	7
Equality, Diversity and Inclusion	8
About Us – Our People	9
Organisation Chart	10
What Can Active Lincolnshire Offer You?	11
Useful Links	12

1. WELCOME TO ACTIVE LINCOLNSHIRE

Thank you for your interest in working with Active Lincolnshire. This could be the first step into a rewarding new chapter of your career. This pack aims to provide you with valuable insight into our organisation and ways of working so you can decide if we are the right organisation for you.

Active Lincolnshire is a registered charity and one of the national network of Active Partnerships supported and funded by Sport England to lead the local implementation of the national 'Uniting the Movement' strategy. It is our aim that everyone in Lincolnshire has options and opportunities to be active every day. We are particularly focussed on increasing activity levels and using the positive power of sport and physical activity to tackle health and wider inequalities. Lincolnshire as a county has high levels of inactivity across the adult population and is further impacted by gaps in provision of relevant 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. To create meaningful impact and a step-change in persistent inequalities, we need to work at multiple levels across the system - from community engagement to strategic influence.

Working with partners, we are further developing the ambitious 'Let's Move Lincolnshire' strategy – that provides a countywide strategic vision for how we can best work as a whole system to get the most inactive people in Lincolnshire, more active. The implementation of the ten year Let's Move Lincolnshire strategy will form the focus of the work of the organisation.

We are creating a team of exceptional, high-performing experts who will work to bring people, partners and organisations together to make transformational change happen around inactivity and inequalities. We are proud of the work we have done to date and what we have achieved in recent uncertain times. We recognise however there is more to do, and we need to raise our profile. We are therefore keen to fully establish strategic partnerships across the county and develop the organisation in a way that will deepen relationships and create greater impact at a local, regional and national level.

We are looking for an innovative people with creative minds, who excel at working in partnership and doing things with others, to move our strategy into meaningful action. If you would like to join us in the delivery of our strategy then we look forward to receiving your application.

We are a values-based organisation (you can read more about our values on page 6) and anyone joining the Active Lincolnshire team must demonstrably uphold these values and our commitment to equality, diversity and inclusion.

Emma Tatlow

Chief Executive Officer

2. ABOUT ACTIVE LINCOLNSHIRE

Lincolnshire is the second largest of the English ceremonial counties, and is predominantly agricultural and includes over 50 miles of coastline stretching from The Humber in the North to The Wash in the South. The two-tier local authority system includes Lincolnshire County Council and seven district councils. The population is estimated at 757,000 living in an area covering nearly seven thousand square kilometres.

The network of 43 [Active](#) Partnerships across England aim to make physical activity and sport a part of everyone's daily life, regardless of age or background. Mainly funded by Sport England, we are helping to deliver the national strategy, [Uniting the Movement](#), across Lincolnshire. The strategy focuses on groups that traditionally are more likely to be inactive, such as women and girls, people living with a disability or health condition or those from less affluent backgrounds.



The purpose of this investment is to ensure there is an England-wide network of organisations who help identify the best opportunities to maximise impact for their communities. Active partnerships do this through:

- a strong granular understanding of the place and people;
- an ability to broker and facilitate a much wider range of relationships;
- where necessary, supporting projects and relationships on Sport England's behalf, and
- supporting local authorities by consent.

Our **VISION** is for Lincolnshire to be a place where everyone has the opportunity to be physically active every day.

Our **MISSION** is to get more people, more active, more often.

Our **PURPOSE**:

- We champion and advocate for the positive power that sport and physical activity have on everyone's lives
- We strive for equality and use physical activity to address social and health inequalities
- We ensure that everyone understands and recognises that movement really matters
- We provide positive experiences and accessible opportunities to encourage everyone to be active at every stage of life
- We drive and influence system change to embed physical activity in policies, strategies, decisions, education and awareness

Our **VALUES** are:

- **Integrity** - We respect and consider the views and needs of everyone we work with and for, building relationships on trust, accountability and transparency.
- **Collaboration** – We actively seek mutually beneficial, meaningful cross-sector partnerships, because we're stronger together.

- **Inclusivity** – We support everyone to be more physically active, regardless of culture, religion, age, race sex, sexual orientation or disability.
- **Innovation** – We embrace expertise, agility and creativity to make a quick and efficient difference to local needs.
- **Learning** – We commit to a learning culture and insight-driven practices to develop our people, progress our work and share our insight with our partners.

We have a clear system leadership role in sport, leisure and physical activity, advocating for it to be at the heart of relevant strategies across the county. We provide insight on physical activity to help our partners make better informed decisions and work with organisations across the county to help them embed physical activity into their work. This includes local authorities, businesses, schools, colleges, the health sector and community and voluntary organisations. We bring partners together to work on shared issues and we aim to collaborate and co-create and co-design opportunities wherever possible, ensuring we realise the full potential of our investment.

We also deliver projects and programmes; some on behalf of Sport England (such as the Lincolnshire School Games) and others with local partners where we bring our physical activity expertise. With the new posts appointed, our team will be a total of 11 employees.

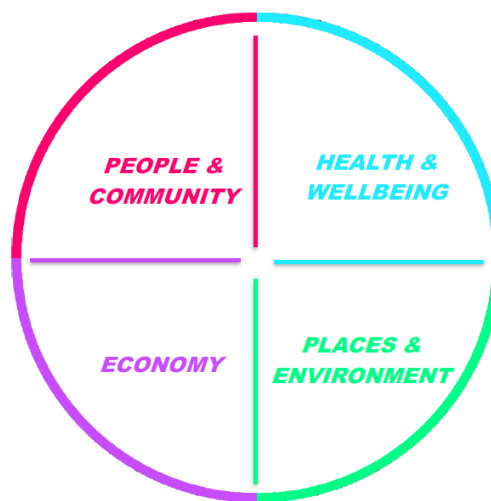
Active Lincolnshire has a significant opportunity to raise the profile of the physical activity, sport and leisure sector. Articulating and understanding the impact on wider health, wellbeing and productivity of the county and communications will play a key role in this. A new consumer facing 'Let's Move Lincolnshire' branded website and activity finder has been recently launched. Managed by Active Lincolnshire, this provides an exciting opportunity to showcase and profile options to be active across the county in addition to enabling us to build stakeholder relations and engagement as we seek to onboard activity providers and the sector to the platform.

3. THE POSITIVE POWER OF SPORT AND PHYSICAL ACTIVITY

This diagram provides context as to the wider benefits of a more active population. Active Lincolnshire advocates for the positive power of being active, ensuring that stakeholders and decision makers understand the impact of physical inactivity and to influence these agenda's.



- People and community**
- Stronger, safer, more cohesive communities
 - Better quality of life from birth
 - Improved mental wellbeing
 - Increased social inclusion
 - Increased physical activity levels
- Economy**
- A more productive workforce
 - A more appealing place to live
 - Increased working age life and reduced absenteeism, increasing prosperity
 - A more resilient and relevant sport and physical activity sector



- Health and wellbeing**
- Reduction in health inequalities
 - Reduced demand for health services and social care
 - Reduced cases of dementia, common illness, disease and long-term health conditions
 - A healthier ageing population
- Places and environment**
- A sustainable approach to active lifestyles
 - Positively impact climate change
 - Transformation of public spaces and places
 - Enhance use of green and blue spaces
 - Sustainable planning and design

4. INSIGHT AND EVIDENCE LED

Active Lincolnshire is committed to tackling inequalities and inactivity levels. In order to provide focussed solutions to create the most impact, we need a deep understanding of who our inactive populations and communities facing greatest inequalities are, where they live, what access they currently have to facilities and the barriers preventing them from being more active.

We commission and use available research and insight in order to inform our work and the wider sector. We recognise that we have more to do to fully understand these populations. The Active Lives adult and children and young people surveys provide us with data that demonstrates the scale of the challenge of inactivity that faces Lincolnshire.

- 30% of Lincolnshire's adult population is inactive (that's 192,000 people); higher than the national average of 24%
- Children in Lincolnshire are more active than the national average; 50% of our children meet the recommended 60 minutes a day (national average is 46%)
- Within our inactive populations we can further identify demographic and geographic factors, enabling our approach to be targeted

The research and insight we have is available on our website:

<https://www.activelincolnshire.com/knowledge-hub/research-insights>

A recent deep dive into activity levels of children and young people can be reviewed here

<https://www.activelincolnshire.com/knowledge-hub/insights/children-young-people-insight>

Active Lincolnshire are also building the case for physical activity and the contribution it can make to the wider economic, skills and prosperity agendas. We use insight to inform our work, including developing our approach to understanding and listening to the voice of the communities we are serving, ensuring we understand the barriers and motivations that impact people's ability to be active.

5. EQUALITY, DIVERSITY AND INCLUSION

ACTIVE LINCOLNSHIRE STATEMENT OF INTENT

Active Lincolnshire is fully committed to embedding equality, diversity and inclusion across our organisation. In our working practices, policies and behaviours, inclusion will be at the centre of all that we do and we will take a zero-tolerance approach to any form of discrimination. We recognise it is our role to advocate these principles in the services we deliver, across the sport and physical activity sector workforce and through our partnerships.

Our vision is to remove the inequalities that exist in sport and physical activity by working with our partners to:

- Remove the barriers that prevent or restrict individuals from accessing physical activity and sport
- Ensure no individual suffers any detriment, direct or indirect discrimination, harassment, victimisation or bullying
- Enable everyone to be treated in such a way that the outcome for each person can be the same

We will treat everyone with respect, integrity and dignity. We will use insight and listen actively to the people we are working to support.

Active Lincolnshire is committed to developing a diverse team and Board of Trustees, not limited to age, sex, race, religion or belief, sexual orientation, ability or disability. All of our team will undergo equality, diversity and inclusivity training and development and we will advocate that our partners do the same. We will seek to provide representation by recruiting and engaging with people with the protected characteristics, or with relevant lived experience.

We strive for continuous improvement in our approach to equality, and recognise that we will always need to build on our education, awareness and commitment to ensuring our organisation and the services we provide are available and accessible to everyone without discrimination of any form.

We will ensure that businesses, organisation and partners in our wider supply chain are compliant and will not work with suppliers or provide grants to any organisation that is not. We will terminate any contracts, partnerships or grant funding with organisations, charities and partners who show any form of discrimination in their practice.

We recognise our legal obligations and abide by the regulations of the Equality Act 2010.

Active Lincolnshire equality documents:

- [Equality and Diversity Policy](#)
- [Equality and Diversity Action Plan](#)

People wishing to join the team must share our commitment to a zero tolerance to any form of discrimination and to playing our part in creating an equitable society.

6. ABOUT US – OUR PEOPLE

OUR BOARD OF TRUSTEES

Our board is made up of people from various sectors who all share our passion for creating more opportunities for daily physical activity for the people of Lincolnshire. They share their professional and personal experience and expertise to help ensure Active Lincolnshire runs smoothly and is a dynamic and effective force for good in the local community.

Our Board are committed to good governance, compliance and equality, diversity and inclusion. Annual internal Board reviews ensure that the Board remains relevant and in the best position to support and drive forward the organisation, and every four years we undertake an external board review.

The main board is supported by the Finance and Audit Committee and the Governance and Standards committees.

You can read more about the Trustees here <https://www.activelincolnshire.com/about-us/our-team/our-board>

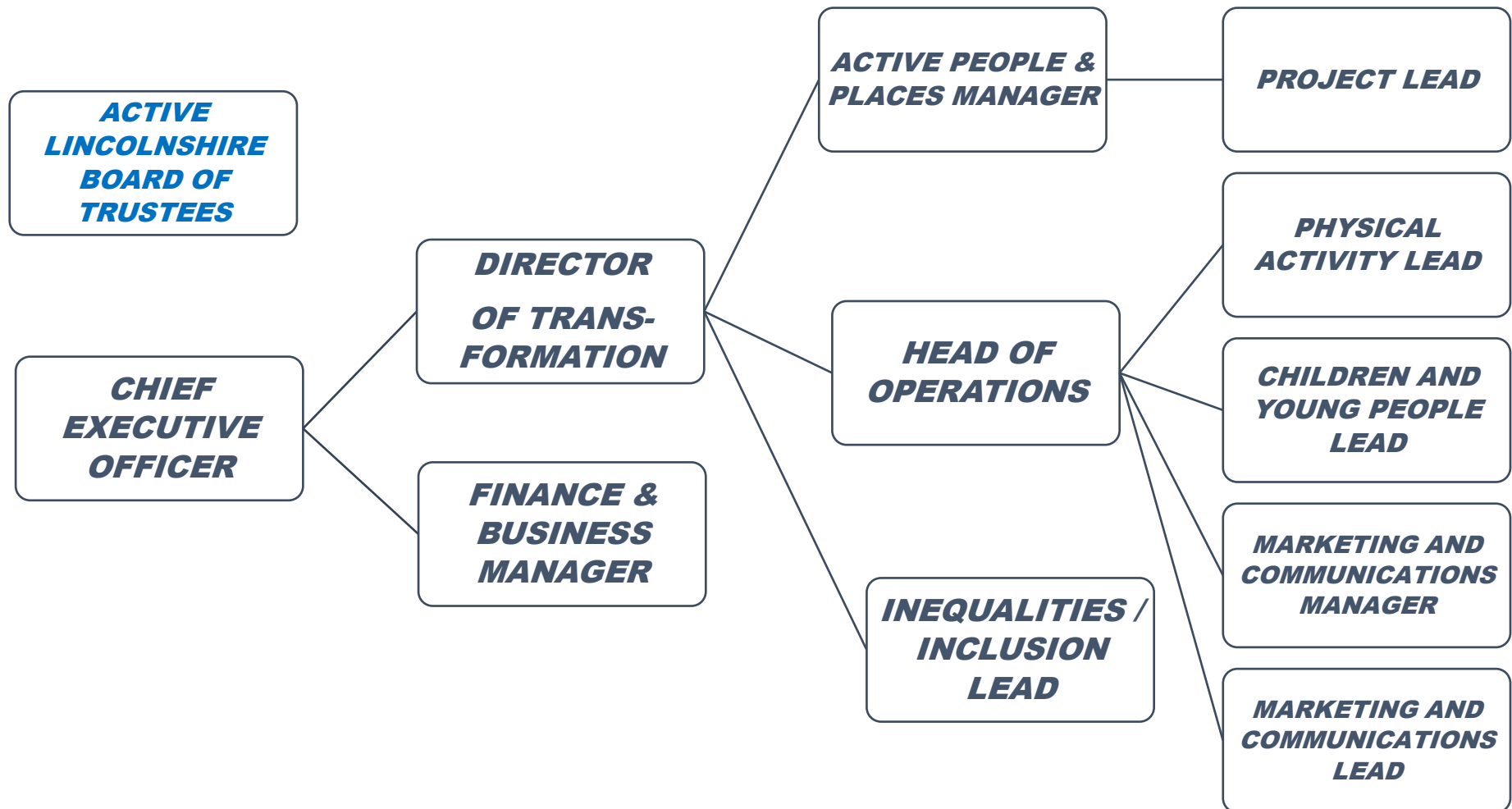
OUR TEAM

Our team have years of experience, enthusiasm and knowledge in their fields and are passionate about working to make Lincolnshire a place where everyone has the option and opportunity to be active every day. Over the past couple of years, the team has evolved and changed – when the new posts have been recruited we will be a team of 11 we're small enough to act as one 'team' across most of our work, but large enough to make a difference.

We are committed to supporting personal development of the team and creating an environment that supports everyone to thrive.

You can read more about the current team here <https://www.activelincolnshire.com/about-us/our-team/team>

7. ORGANISATION CHART



8. WHAT CAN ACTIVE LINCOLNSHIRE OFFER YOU?

We aim to ensure that working with Active Lincolnshire will bring our team personal and professional opportunities. Our work is supporting people in Lincolnshire who need it most, which brings a sense of purpose and achievement. We offer continual training and development on a team and an individual basis. In addition, we offer:

PRIVATE HEALTH CARE

Staff can opt into the Westfield Health scheme, providing financial cover for certain medical and wellbeing costs. Option to upgrade and add family members available.

PENSION

You will automatically be enrolled in the Stakeholder Pension Scheme (SPS).

ANNUAL LEAVE

25 days annual leave **plus** 3 additional days restricted leave [to be taken at Christmas] and 8 statutory bank / public holidays.

WELLBEING POLICY

The wellbeing policy is a commitment to ensuring that work is not negatively impacting team members mental and physical health, and that the organisation supports your wellbeing.

CYCLE TO WORK SCHEME

Make purchasing a bike and equipment more affordable, with tax savings and monthly payments from your salary.

ACTIVE NATION MEMBERSHIP

Staff can access complimentary Active Nation gym membership (can be used at Birchwood and Yarborough Leisure Centres).

TRAVEL ALLOWANCE

Staff can claim travel expenses required for work purposes, in line with the expenses policy. Any claims approved will be paid with your monthly salary.

HOURS OF WORK (FULL TIME POSTS)

The standard working week is 37 hours. The company operate a flexible working hours system. The working week is usually Monday – Thursday 7.5 hours per day and 7 hours on a Friday (equivalent to 7.24 hours per day).

9. USEFUL LINKS

The following resources may be helpful to you:

Active Lincolnshire website <https://www.activelincolnshire.com/>

Let's Move Lincolnshire website <https://letsmoveincolnshire.com/>

Sport England, Uniting the Movement Strategy <https://www.sportengland.org/why-were-here/uniting-the-movement>

Active Partnerships national organisation: <https://www.activepartnerships.org/>

10. LOCATION

Your place of work is Active Lincolnshire, The Point, Newland House, Weaver Rd, Lincoln with the option of working from home for up to two days as the needs of the post and the business allow. You will also be attending meetings, events etc. across the county from time to time.