



Partnership Manager

- Coventry, Solihull, Warwickshire (West Midlands)
 - £28,524 (plus, travel expenses and pension contribution)
 - Think Active ([view website](#))
 - Permanent (subject to successfully passing probation)
 - Closing Date 11th June 2023
-

About the Role

Base Location: The main headquarters of the Charity is in Leamington Spa although some of the work involves being located across Coventry, Solihull & Warwickshire. We have a blended approach of home-based working, office-based working and travelling to and attending meetings as required. The post holder is expected to adopt a flexible approach to their work.

Salary: £28,524 + travel expenses + pension.

Working Pattern: 37 hours per week | 1 FTE |

Contract type: Permanent (subject to successfully passing probation)

The main responsibilities of this role are:

Relationship Management

- To act as the lead and relationship manager with partners on behalf of Think Active Lead, or support on the development of local partnerships and networks promoting collaboration across all relevant sectors
- Raise awareness of funding opportunities available to increase participation in sport and physical activity.
- Lead, or support on the development of local committees and partnership forums

Project Management

- To act as the lead for Sport England and other programmes managed by Think Active to ensure projects are delivered on time and on budget and in line with our values.
- Effective delivery of the Think Active. #WeThinkActive Strategy, through your contribution of a team member of Think Active and with and through partners.
- Tangibly increase participation in sport and physical activity and address wider

social needs through creative and innovative approaches and partnerships.

- Seek out opportunities to generate income.
- Use robust data and insight to co- design, implement and evaluate innovative. and appropriate programmes Prepare detailed funding bids and raise funds from a variety of sources.

Financial Management

- Plan, implement and in accordance with funding guidance, financial procedures, and policies, take responsibility for diversifying Think Active's income streams through in line with the strategy and business development plan
- Project and budget management (up to c£300,000) including forecasting, monitoring of income and expenditure, plus the submission of financial reporting

Demonstrating Impact

Reporting progress and capturing value through case studies and evaluation processes designed to evidence the impact targets. Story telling – the ability to articulate the impact and value of Think Active (locally, regionally, nationally across various sectors)

What do I need?

To be considered for this role, we would love you to have:

These qualities.

- You should be a team player
- You should demonstrate kindness, consideration, appreciation, and tolerance (and you should expect the same in return).
- You should have a strong work ethic and have the willingness to go above and beyond. Resilient and Professional
- Supportive and Flexible
- Respects confidentiality
- You should be able to reflect on your own performance and want to improve.

This Knowledge

- Knowledge of the physical activity, sport and health sector and a good understanding of the roles different organisations play in developing opportunities in sport and physical activity (e.g., Sport England, Public Health, Governing bodies of sport, Youth Sport Trust, Street Games, local authorities, schools and education, non-traditional / non-sports organisations, voluntary, community and third sector) in the UK
- Knowledge of the issues and current opportunities facing inequality, inactivity, and sport and physical activity
- Knowledge of relevant recommendations, strategies, and initiatives.
- Knowledge of issues facing the least active in society and the benefits of physical activity

These skills and abilities

- Well-developed written and verbal communication skills and the ability to motivate, enthuse, persuade, negotiate, and influence.
- Strategic, critical thinking and decision- making skills.
- The ability to work under pressure from a varied caseload and conflicting priorities. Ability to work on your own initiative and as part of a team.
- Well organised, e.g., planning, time management, managing priorities and meeting deadlines.
- Project management skills
- Presentation and computer literacy skills
- The ability to facilitate group sessions and workshops
- The means to travel around Coventry, Solihull & Warwickshire to meet the needs of Think Active.
- The ability to travel wider across the West Midlands and nationally as required.

This experience

- At least 5 years sports development, physical activity, community development, health experience. A proven track record of achievements gained by working in the field (e.g., local authority, community development, sport's governing body, education, charity, voluntary or public or private sectors).
- Experience of leading and managing people including setting and reviewing work programmes, providing clear direction, and demonstrating the right behaviours to make sure we achieve defined standards.
- Experience of initiating, maintaining, and developing partnerships working with voluntary, public, and private sector organisations and other agencies to achieve specific outcomes
- Experience of drafting, implementing, and reporting on strategic development plans and policies in partnership with partners, stakeholders, and people.
- Experience of planning and managing budgets related to priorities and meeting the requirement of funding agencies or partner organisations. (For amounts between £100k to £300k)
- Experience of all elements of project management

To be considered for this role, we would like you to have:

- Innovative and Forward Thinking Developmental and solution focused
- Thrive – contribute to a positive culture where opportunities and people are maximised and celebrated
- Passionate, inspirational, and motivational
- Knowledge of performance measurement and the importance of reporting.
- Knowledge of safeguarding and protecting children and vulnerable people in sport.
- Knowledge of current legislation related to health, community, and sport agendas
- Knowledge of current funding streams relevant to the sport and physical activity sector.
- Experience of generating income, preparing funding bids and raising funds from

a variety of sources by being innovative to achieve collaborative impact and to support communities and programmes. (For amounts between £100k to £300k)

- Previous experience of supporting people; volunteers, leaders, community activators, professional workforce and coaches and clubs/organisations, preferably within a sport or physical activity or health context

It would be nice if you had

- Project Management Qualification (Prince 2 Practitioner level, Agile)
- Experience and or knowledge of working with a specific sector, population.
- Something special, a can-do attitude with a determination to make a difference.

About Think Active

We would like you know a bit about us if you're considering applying for a role. Think Active is the Active Partnership for Coventry, Solihull, and Warwickshire. We are unique to Coventry, Solihull & Warwickshire; that is, there is only one of us. We are one of 6 sub-regional partnerships within the West Midlands and one of 42 across England.


Active Partnerships are strategic organisations that recognise activity levels are affected by a complex system of influences and no single organisation or programme can create sustainable change at scale. We are concerned about the negative impact of a sedentary population. We believe in the power of sport and physical activity to transform lives and to keep people living well and we are committed to working collaboratively with partners to create the conditions for active people and places.

Our Partnership Manager will be a relationship manager across one of the 3 places (Coventry, Solihull & Warwickshire). Supporting and working with the strategic lead, these roles will use data and insight to inform those demographics and places that are most inactive and that face the greatest inequalities. These roles will use the opportunity and priorities from the local district activity partnerships and Think Active's priorities to maximise the positive impact on these people and communities. These roles will work collaboratively with stakeholders to create the conditions for success and to maximise opportunity and resource for local people to live in good health, to be physically active and to enjoy sport.

Partnership Managers will also lead on a theme or themes for Think Active and also for bespoke projects. These might be timebound and changeable depending on priority and opportunity.

Annual Leave entitlement is 27 days (FT) pro rata.

We prioritise 'Thrive'. It is one of our strategic aims and is captured in our values and culture (below).

VALUES  CULTURE	
We aim to thrive. We prioritise creating and nurturing a culture of kindness, consideration, appreciation and tolerance. We will treat ourselves, each other and everyone that we encounter when we are representing Think Active in this way and we should expect same in return.	
Thrive Contribute to a positive culture where opportunities, resources and people are maximised and celebrated	Flexible We are adaptable and responsive to change
Innovative Open to finding the best way with a healthy approach to risk and opportunity	Forward Thinking Staying ahead of the curve, always innovating
Passion Dedicated individuals who are committed to and care about what we do	Professional We challenge ourselves to provide an excellent customer experience
Integrity Do the right thing, every time, irrespective of who you are dealing with	Supportive Of each other and the people & communities we work with
Develop Relationships, ways of working together, the wider network, people so that we continually get better	Solution Focused Proactively removing barriers and overcome obstacles

We love difference and will be interested to find out what motivates you and how you can contribute to Think Active. We encourage diversity and are committed to creating an inclusive environment for all employees. We are a Disability Confident committed employer, and we actively encourage applicants from all protected characteristics and commit to providing any reasonable adjustments required during the application and assessment process, and upon joining Think Active.



Next Steps

We want to know how you meet the role requirements and how you think you can contribute to Think Active.

Please tell us by submitting a CV (please include 2 references. You can tell us if you do not want them to be contacted immediately)

Please provide a statement that tells us about you, what you have done and how you fit the role. All applications should be submitted by email to hello@thinkactive.org with the subject marked Partnership Manager, and we will be back in touch after the vacancy closing date to let you know the outcome.

If you would like to discuss any requirements or adjustments, you may require throughout the recruitment and selection process, please contact Vicky on 07885 200523.

Before commencing employment with Think Active, you'll be required to fully complete our pre-employment screening process and to complete a Equality Monitoring Survey. The link to this can be found [here](#).

The Privacy Policy for how we use your data during recruitment is [here](#).