



# RECRUITMENT PACK

**PHYSICAL ACTIVITY AND  
COMMUNITY DEVELOPMENT  
MANAGER**

CHARITY NUMBER: 1175899

THANK YOU FOR YOUR INTEREST IN THIS ROLE.  
ENCLOSED WITHIN THIS PACK IS ALL OF THE  
INFORMATION REQUIRED TO ASSIST YOU IN YOUR  
APPLICATION.

## WHO WE ARE

Move More is an innovative, vibrant organisation; we pride ourselves on being able to make a positive difference to the lives of children and their families through sport and physical activity.

Originally a School Sport Network, we have an established understanding of the impact sport and physical activity can have on young people. Now, as an independent charity we remain committed to supporting primary, secondary and special schools whilst extending our reach into the community.

## OUR VALUES

**Innovative** – We are creative, forward-thinking and not afraid to try something new

**Open** – We foster a culture that is inclusive and welcome new partnerships

**Quality** – We are committed to achieving positive outcomes and impact for children

**Responsive** - We listen and make changes based on need and insight

**Fun** – We enjoy what we do and ensure we create a positive, happy experience for everyone

## WHY WORK WITH US

At Move More we have a real team ethos. The skill set of each member of staff is greatly valued and everyone has the opportunity to contribute to the development of the charity.

The Physical Activity and Community Development Manager is a new and exciting position and is a result of our continued success in securing grants and commissions, as well as increased demand for existing provision such as holiday camps. We are therefore seeking an individual who is innovative and ready to make a positive impact.

We will provide you with the opportunity to lead the development and growth of sport and physical activity provision in communities throughout Cheltenham, Tewkesbury and the surrounding areas. You will connect, influence and support people and partners to tackle inequalities and create new opportunities to positively impact the lives of children and families.

# THE CHALLENGE

Activity levels amongst children and young people in Cheltenham and Tewkesbury have increased over the past 12 months with 51.4% now achieving the Chief Medical Officer guidelines of 60+ minutes of physical activity every day.



**However, look closer and you will see that 1 in 4** children and young people across Cheltenham and Tewkesbury still do less than 30 minutes of physical activity everyday.



Children and young people from the most deprived areas in Cheltenham and Tewkesbury are twice as likely to be classified as overweight or obese when compared to those from the least deprived areas.



The prevalence of overweight (including obesity) children across Cheltenham and Tewkesbury increases from reception (23.3%) to Year 6 (31.2%).



Participation levels in children with vulnerable characteristics (reporting a disability; known to social care; identifying as LGBTQ+; experiencing serious bullying; Young carers; SEN/EHCP) are lower than overall participation levels.



Disabled children and young people and those who live in the most deprived areas of Gloucestershire have significantly lower levels of exercise when compared to their non-disabled and more affluent peers.

The most common reasons for not exercising given by children and young people are that they are not good at it; do not have time; expense and poor facilities.

# JOB INFORMATION

Post: Physical Activity and Community Development Manager

Salary: £28,435-£33,437

Hours: Full Time – 37.5 hours per week, some evening/weekend work will be required

Reports to: Head of Development

## JOB DESCRIPTION

### PURPOSE

- Connect, influence and support people, communities and organisations in order to create accessible and enjoyable opportunities for children and young people to be active.
- Identify, develop and maintain new and existing community-based programmes of activity including – Move More clubs, holiday camps and provision that tackles inactivity and inequalities.
- Maintain and grow Move More's presence within the local community through effective stakeholder engagement and managing project delivery.

### SPECIFIC FUNCTIONS

- To quality assure and lead on the delivery, development and growth of Move More holiday camps.
- To manage and grow Move More's community-based provision through developing positive relationships with young people, parents / families, schools, local community organisations and external partnerships.
- To effectively line manage staff and act as a senior member of the Move More team.
- To act as a role model for the team with strong communication and influence.
- To further develop insight through robust monitoring and evaluation.
- To support our track record of writing and securing external funding through bids, grants and commissioning.
- To contribute to other work within Move More, with regards to developing and opening up new opportunities, programmes & funding streams.
- To act in accordance with Move More's core documents, policies and business plan with particular reference to the overall aims of the charity.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

# PERSON SPECIFICATION

## KNOWLEDGE AND UNDERSTANDING

- Extensive knowledge of sports and community development and project management principles.
- Knowledge and understanding of relationship management techniques to maintain strong connections with stakeholders, with the proven ability to appropriately challenge and earn the confidence of senior stakeholders.
- Knowledge of the landscape that affects sport and physical activity, and the range of organisations and agencies, both sporting and non-sporting, who are involved.
- Extensive knowledge on matters concerning equality, inclusion and diversity.
- A sound understanding of financial and staff management procedures.

## EXPERIENCE

- Experience of working within and actively delivering sport and physical activity provision.
- Staff recruitment and deployment.
- Relevant and proven experience of working with a range of partners and beneficiaries.
- Managing projects and programmes from conception through to completion.
- Budget management.

## QUALIFICATIONS

- Degree level qualification which is relevant to the role.
- UK Driving License (and use of car).
- Evidence of professional development relevant to the role.
- A Minimum Level 2 NGB Coaching Award (desirable).

## SKILLS AND ATTRIBUTES

- Passionate about improving lives of children and young people.
- Highly motivated, able to demonstrate excellent communication and interpersonal skills that can be adapted to best suit a range of needs and audiences.
- Excellent organisational and time management skills including the ability to prioritise, work under pressure and meet deadlines while managing any conflicting priorities.
- Established leadership skills to influence individuals and facilitate collective action.
- Flexible, creative and innovative in overcoming barriers for positive change.
- The ability to create positive working relationships with a large range of professionals, organisations and individuals.
- The ability to work with cohesive and supportive teams as well as independently, when implementing initiatives / programmes.
- An ability to work in partnership, delivering high quality, front line services that are flexible and responsive to need and change.
- Proficient user of databases and Microsoft Office packages.
- Willingness to be flexible to the needs of the team and the organisation.

# COMMITMENT TO CHILD PROTECTION AND SAFEGUARDING

Move More is fully committed to the safeguarding and protection of all children and therefore operate safer recruitment practices which sits alongside our Safeguarding and child protection policy.

As part of the safer recruitment process we will:-

-Ask candidates to complete an application form rather than a CV so we have all the information we need.

-Ask candidates to complete a self-disclosure form which gives candidates the opportunity to confidentially disclose any relevant criminal convictions, child protection investigations or disciplinary sanctions on record.

-We will call for at least 2 references, one of which must be the current/previous employer. We use a standard form which will also check a candidate's suitability to work with children and young people.

- We will check all qualifications (educational and professional) and identity paperwork.

- We will undertake publically available online searches.

-As Move More staff work with children in regulated activity all staff will be subject to an Enhanced Disclosure and Barring Service check. If you have been a resident overseas for 3 months or more over the past 5 years, we will also check candidates' criminal record within that country.

- The interview process consists of a face to face interview as well as a practical session with children.

-All new staff will participate in an induction process which includes child protection training.

-Move More's Safeguarding and Child Protection policy is reviewed and staff are updated on an annual basis.

# MOVE MORE STAFF BENEFITS

As well as having a positive impact on children each and every day and working for one of the largest children's physical activity providers in Gloucestershire, Move More Staff also have the following benefits:

- 6% employer pension contribution (employees contribute 2%)
- Perkbox membership - employee discounts at a wide range of stores, free counselling sessions and wellness sessions.
- Cycle to Work Scheme
- 50% off Move More Camps for 2 children of your choice
- Mileage costs covered at 45p per mile
- Free Canterbury Move More uniform
- 25 days annual leave + bank holidays
- Sick pay
- Professional development opportunities
- Offices based at All Saints Academy, easily accessible and free parking

## HOW TO APPLY

Please apply using the official application form. This can be downloaded at: <https://www.move-more.org/get-involved/vacancies/>

CVs will not be considered.

For further information regarding the role, please contact Andy Herbert (Head of Development), e: [andy@move-more.org](mailto:andy@move-more.org), t: 07494 130951

Applications should be sent to [info@move-more.org](mailto:info@move-more.org) or via post to: Move More, All Saints Academy, Blaisdon Way, Cheltenham, GL51 0WH

## TIMELINE

Closing date: Friday 3rd March - 9:30am

Interviews: Week commencing 6th March

Due to the volume of applications we receive, unfortunately we are not able to contact applicants who are not selected for interview.

TO FIND OUT MORE ABOUT US GO TO:  
[WWW.MOVE-MORE.ORG](http://WWW.MOVE-MORE.ORG)

