

**Strategic Partnership Advisor**

**Directly responsible to Strategic Lead - Partnerships**

**Salary Range: £36,046**

**Grade/Band: E1**

**Location: Home-based/remote working**

**Contract: Permanent**

**About Activity Alliance**

Activity Alliance is the leading voice for disabled people in sport and activity. Our vision is a future where all disabled people feel they belong in sports and activities. Our mission is to improve opportunities to be active, empowering disabled people to get involved in sport and activities in the way they choose. We work with disabled people and an alliance of committed partners to do this and build a movement for change. Our latest strategy presents three ambitions:

1. Sports and activities meet disabled people's needs.
2. Disabled people influence campaigning, policy and decision making.
3. Address inequalities by working with others.

They shape our work and support us to embed a strong dynamic culture across our organisation:

* We care – we are passionate about what we do, and who we do it for.
* We unite – we collaborate with others to achieve greater outcomes.
* We champion – we recognise everyone’s voice must be heard if we are to provide equitable place to live, work, and thrive.

**Role purpose**

|  |
| --- |
| You will sit as part of a team of Strategic Partnership Advisors, who work across England. You will have geographical responsibility and be a Relationship Lead portfolio holder in areas such as Active Travel, Leisure, Children and Young People, Older People, Health, depending on your background, experience, and appetite. Your purpose is to build and lead on relationships and work with multiple stakeholders to improve sport and activity opportunities for disabled people.You will provide strategic support to organisations across the sport and activity sector. In addition, you may also work across those sectors that address wider determinants of issues to ensure that disabled people are prioritised locally, regionally, and nationally. This includes guiding, advising and helping to embed inclusion and better practices into organisations. Two focus areas will be working in collaboration to tackle inequalities disabled people face in being active. Also, ensuring policy and campaigns are impactful and insightful through a diverse range of lived experiences. You will actively support and help to grow our membership and the associated activities, strengthening our advocacy, policy and campaigning work. Your role will contribute to us achieving our vision and strategic ambitions. |

**Key responsibilities**

|  |
| --- |
| **Relationship building, collaborative and partnership working*** To lead and coordinate activities within the Strategic Partnerships team and across the organisation at local, regional and national level.
* Build and maintain strong, effective working relationships with key strategic partners at all levels, including, but not exclusive to Sport England System Partners, such as Active Partnerships, and National Governing Bodies. In addition to others such as Disabled User Led Organisations, leisure trusts, charities, health organisations
* To improve partnership working and cross sector collaborations between organisations including Disabled People User Led organisations and networks locally and nationally.
* To support and provide guidance to Activity Alliance members and supporters to build a movement whereby disabled people belong in sport and activity.

**Providing advice and consultancy*** Provide leadership, support, and advice to organisations and strategic partners on embedding inclusive practice for disabled people in sport and activity.
* Facilitate and share knowledge on current insight, information and resources with key strategic partners to improve their impact, the way they plan, manage and deliver for disabled people.
* Develop and improve the professional and volunteering workforce in becoming confident and competent in working with disabled people and provide inclusive opportunities.
* Support organisations to embed inclusive practice using a suite of improvement toolkits, workshops and resources.
* Engage with forums and networks to advocate and champion disabled people in sport and activity.

**Operational effectiveness*** Develop a thorough understanding of the local, regional and national sport and activity landscape, and use this understanding to bring people together, share knowledge and identify potential collaboration opportunities.
* Work effectively with colleagues across the organisation to deliver the Strategic Partnerships objectives within the organisational Operational Plan.
* To continuously improve working practices and ensure the most appropriate and cost-effective delivery method is used for all activities. E.g. virtual events and face-to- face events.

**Monitoring and evaluation*** Develop, facilitate~~,~~ and promote opportunities for local, regional and national organisations to share better practice and encourage partnership working.
* Collect evidence to show the impact of organisational improvement and its ability to be inclusive of disabled people.
* Contribute and support the development of measures to monitor the impact the role has on disabled people’s involvement in sport and activity.
* Regularly update and record relationships and work using Activity Alliance Customer Relationship Management system.
* Provide regular impact reports for funders, leadership team and Board.
 |

**Person specification**

|  |
| --- |
| **Key behaviours*** Collaborative and consultative
* Self-motivated and driven
* Passionate about diversity and inclusion
* Positive, creative and innovative
* Able to influence others
* Aligned with organisational values
* Able to embrace change and comfortable in a dynamic environment
* Able to work independently as well as part of a wider team
* Performance orientated, accepting responsibility for key objectives
* Able to seek solutions to challenging issues
* Honest and treats people with respect
* Adheres to policies and demonstrates loyalty to the company
* Committed to providing an excellent quality of service
* Committed to making a real difference
* Excellent time management

**Essential criteria*** Proven experience of strategic development work within sport and activity sector or equivalent.
* Proven experience of stakeholder management at a national, regional, and local level.
* Experience of understanding current issues facing disabled people in policy and practice.
* Knowledge and experience of engaging disabled people’s organisations and/or charities that support disabled people.
* Able to lead and facilitate meetings.
* Good English language oral skills, and experience of presenting and speaking publicly.
* Good English language skills, and experience of report writing and written presentations.
* Excellent communication and interpersonal skills to build strong impactful partnerships.
* The ability to analyse research/insight and apply this into practice to help with embedding

inclusive practice across organisations and sectors. * Strong planning skills, thoroughly organised and able to prioritise work to meet tight deadlines.
* Computer literate, including the use of MS Office 365 products, Teams, Outlook, Word Excel and PowerPoint.
* Experience and knowledge of conducting meetings/webinars via MS Teams and Zoom.

**Desirable criteria*** Understanding of inclusive and accessible communication and applying this to your work, particularly within delivery of presentations and workshops, written documents and reporting.
* Experience of working remotely.
 |

**Contribution to Activity Alliance’s work**

|  |
| --- |
| * Demonstrate our organisational values and behaviours in everything you do.
* Undertake any other duties as required by the line manager or Chief Executive that are appropriate with the role.
* Work effectively with colleagues in other teams to achieve key organisational objectives.
* Actively transfer areas of expertise and knowledge with colleagues to support staff development and working processes.
* Maintain awareness of key issues, reports, announcements, and legislation on the development of sport and activity for disabled people. When required, take up internal and external training and development opportunities to support this.
* Prepare reports and briefing papers as required for consideration at Activity Alliance meetings including Executive Board meetings.
* Comply with organisational policies and processes including the staff handbook, equal opportunities policy and code of conduct.
 |

**Other role requirements**

|  |
| --- |
| Ability to travel independently and willing to work away from normal place of work as required. The post holder will need the flexibility to work unsocial hours including evenings and weekends on occasion. |

**Equality and diversity**

|  |
| --- |
| Activity Alliance is committed to being an organisation where people feel they belong and a place they can thrive in. This is whatever your background or personal circumstance. We are proud to be an equitable employer and partner. We expect the same from our partners and colleagues, right across the board and staff team. We want to be a safe, welcoming, considerate, and responsible workplace. We value diversity as a strength, and we are better with greater equality and inclusion. Our ambitious vision for fairness is embedded in our governance, values, and staff development. The people who we work for and with make us a reputable organisation to know and trust. Nobody should miss opportunities or feel they do not belong at Activity Alliance |

**Safeguarding and recruitment**

|  |
| --- |
| We are committed to hiring those who share our values and commitment to safeguarding children, young people, and adults at risk. Therefore, we implement rigorous recruitment and selection processes in line with safer recruitment practice to ensure suitability for the role and conduct thorough screening of all candidates before their appointment.  |



**Contact details**

Activity Alliance

SportPark

Loughborough University

3 Oakwood Drive

Loughborough

Leicestershire

LE11 3QF

Mainline 08081 756991

Email: jobs@activityalliance.org.uk

Website: [www.activityalliance.org.uk](https://www.activityalliance.org.uk/)