



Programme Manager - Sport Welfare Recruitment Pack October 2026





Dear applicant,

Thank you so much for thinking of Energize for your next role - however you found us we are very happy that you did.

We are a small team with a big mission: to support people across Shropshire, Telford & Wrekin to live active lives and to help improve their overall health and wellbeing.

If this sounds like an exciting goal, then read more about what we do and about our team. We look forward to receiving your application.

Best wishes.

Pete Ezard
Chief Executive

Who is Energize STW and what do we do?

Movement is the foundation of good health, wellbeing, and thriving, sustainable communities.

But movement, physical activity, and sport isn't accessible to everyone in our county.

We're changing that.

We want to help everyone move more.

It's not about telling people to move - that doesn't work. It's about designing movement back into all of our lives.

With support and funding from Sport England, over 40 Active Partnerships help people to be active.

Energize STW is the Active Partnership for Shropshire, Telford & Wrekin. We understand local people, local barriers, and local opportunities.



Who is Energize STW and what do we do?

Continued...

We work with many organisations to understand how to make change happen. To open up opportunities for better physical health, mental health, and quality of life.

Our vision is to eliminate inactivity and our focus is working across health, education and communities to make this a reality. You can read more about this in our [strategy](#).

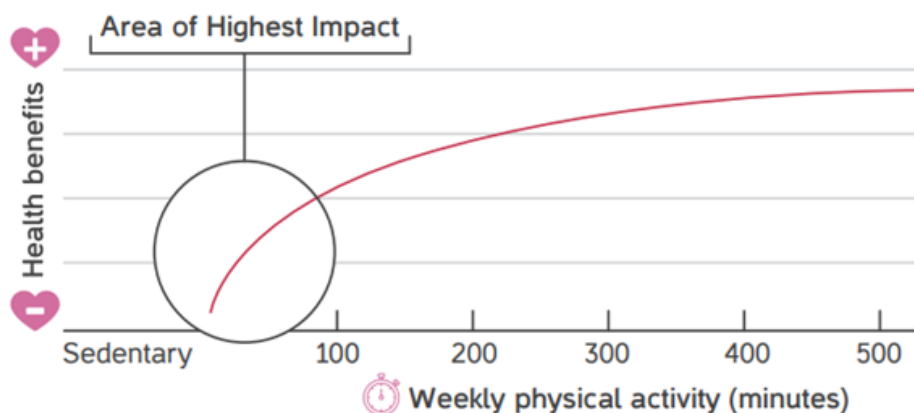




Our vision is to eliminate inactivity

But why?

Nearly **26%** of adults* living in Shropshire, Telford & Wrekin are inactive
33% of children and young people** are less active.



We know movement helps people with many physical and mental health conditions. It also boosts quality of life and overall well-being.

Statistics from Sport England Active Lives Surveys: *Inactivity for adults is defined as doing less than 30 minutes of moderate intensity exercise per week. **Less active for children and young people is defined as doing less than 30 minutes moderate intensity exercise per day.



Our values

Empowering

empowering others to support, influence and advocate for systems change and improved opportunity for everyone to be active everyday

Curious

being curious about what the barriers may be for different communities and the triggers that may help to eliminate inactivity and inequality.

Collaborative

encouraging a truly collaborative approach which recognises the strengths and experiences that all may be able to bring and their capacity to effect change.

Inclusive

ensuring that we take steps to understand others, welcome the diversity they bring and encourage an inclusive system.

The role

Programme Manager - Sport Welfare

Salary: Starting salary of £32,000 per annum

Post status: Full time (37 hours per week). The post will require flexible working, with evenings and occasional weekend work fitted around weekday office hours. This is a fixed-term contract until 31st March 2031 with the potential for extension, depending on future funding.

Location: We currently work in the office on Tuesdays and Thursdays. On the remaining weekdays, we work remotely. Our office is situated a short distance from Shrewsbury town centre.

Place in the organisation: This role will report to the Director of Children & Young People and Inclusion and will work with most members of the Energize STW team.

Overall responsibilities: To lead on the delivery of a range of welfare and safeguarding related functions on behalf of Energize STW. Providing national governing bodies of sport, sports clubs and community groups in Shropshire, Telford & Wrekin with appropriate support, advice, and guidance. Helping them make sport and physical activity safe and welcoming for everyone.

Programme Manager - Sport Welfare

Specific responsibilities:

1. Promote the welfare of children, young people and adults across sport and physical activity. Encourage and influence sport clubs and other partners to embed safe and inclusive practice.
2. Strengthen safeguarding, welfare and good practice across local sport and physical activity systems, ensuring the role of sport welfare is aligned and connected with local safeguarding agencies in Shropshire and Telford & Wrekin.
3. Provide professional advice, one-to-one support, club visits and networking opportunities for club welfare officers across a range of sports.
4. Work with club welfare officers and other local agencies to support the resolution of lower-level safeguarding or poor practice concerns.
5. Provide training, advice and support to club welfare officers so they can report safeguarding concerns quickly and correctly to relevant local or national organisations.
6. Provide regular high-quality communications to club welfare officers, promoting best practice and the latest learning, using a variety of mechanisms including e-newsletters, virtual and face-to-face forums.

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Programme Manager - Sport Welfare

Specific responsibilities (continued)

7. Lead and coordinate training and development opportunities for club welfare officers and wider partners, helping to embed a learning culture and strengthen local practice and capability across clubs, communities and other settings.
8. Build understanding, skills and confidence across the sector, particularly for clubs and groups located in communities facing the greatest inequalities and need. Supporting them to improve accessibility, safety, inclusion and enable positive sport and physical activity experiences.
9. Build trusted relationships and improve connectivity with people and organisations working on welfare within and beyond sport. Convene partners around shared priorities, enabling collaboration and networking, and strengthening local capacity and capability.
10. Champion child-first and physical literacy-informed approaches across local systems. Support partners to apply them in practice, promoting a consistent understanding and shared language and connecting partners to relevant Sport England and other national partner training, resources and learning opportunities.
11. Attend events and engage with parents, carers and participants to raise awareness of welfare, safeguarding, child-first and physical literacy-informed approaches and the support available across the local system.

The role

Programme Manager - Sport Welfare

Specific responsibilities: (continued)

12. Work with partners to identify current and future workforce requirements.
Align support to local needs and promote inclusive practices, encouraging organisations to strengthen workforce diversity and inclusion.
13. Maintain relationships with facility providers and asset-owning clubs, signposting them to relevant support, Sport England funding, tools and guidance, and connecting opportunities to wider place-based plans and investment activity.
14. Lead the collection, analysis and use of data and insight to assess the impact of the role. Identify emerging needs to inform future planning and investment and share local learning and effective practice with the sector and Sport England.

Operations:

The Programme Manager – Sport Welfare must understand and follow all Energize STW policies and procedures. We will explain all the different policies and procedures as part of the induction process.

The Programme Manager – Sport Welfare will work closely with the wider Energize STW team to coordinate support for local clubs and groups, making the best use of the team's resources, knowledge and experience.

What are we looking for?

We believe the ideal candidate will have all these skills or experience. These will be the shortlisting criteria.

Qualifications & Training

- Confident in using Microsoft Windows, experienced in the use of email, spreadsheets and other IT-based information management systems.
- Committed to continuous improvement and professional development.

Knowledge & experience

- Professional experience in welfare and safeguarding work with children, young people, and adults.
- Good knowledge of welfare and safeguarding issues, priorities and policies, in sport and in other settings.
- Awareness of the organisations responsible for welfare and safeguarding, in sport and in the wider community.
- Knowledge of welfare and safeguarding procedures, including what to do when someone raises a concern.
- Knowledge of how to judge whether a concern is lower level or serious, and what action to take.

Personal skills & attributes

- Able to organise and lead training and networking opportunities on a group or 1-to-1 basis.
- Effective organisational skills (e.g., time management, managing priorities) within a team and independently.

What are we looking for?

Personal skills & attributes (continued)

- Well-developed communication (written and verbal) and interpersonal skills that can motivate, enthuse, challenge and influence.
- Able to build and maintain productive working relationships across all levels, including supporting a network of club welfare volunteers.
- Able to solve problems, make decisions and stay calm under pressure. Able to work without close supervision, assess needs and identify priorities.

Special working conditions

- Due to the scope of this role and it covering all areas of Shropshire and Telford & Wrekin you must have access to a suitable means of transport as required for official duties. You will need to work flexibly to meet community needs, including some evenings and weekends.

Energize STW is an equal opportunities employer with flexible working conditions. We value different voices, experiences and backgrounds and would encourage applications from all members of the community.

If you think you might meet all aspects of the person specification but are not 100% sure, please do still apply and let us decide. We know that certain people rule themselves out of opportunities assuming others will be more successful, but please don't be that person. We want applications from the widest cross-section of the community.

How to apply

Please email your CV and a covering letter (the covering letter should be no more than 2 sides of A4) to recruitment@energizestw.org.uk

Your covering letter should explain how you meet the person specification and why you would be a good fit for the role.

Energize STW uses anonymous recruitment. To ensure everyone has an equal chance, please put all information that identifies you at the top of your CV.

Please also complete our [Equal Opportunities Monitoring Form](#) (If you need a printed version of this form, please let us know).

By applying for this role, you are stating that you are eligible to work in the UK.

The correct level DBS check will be undertaken for the successful candidate and will be discussed during the interview process.

The deadline for applications is midday **Thursday 19th November 2026** with interviews taking place on **Wednesday 9th December 2026** in Shrewsbury.

If you would like an informal discussion about the role, please contact Harry Cade (Director of Children & Young People and Inclusion) by email at harry.cade@energizestw.org.uk or call 07539 377701.

Energize STW is a Disability Confident Committed Employer.
Please see important information on the next page.



How to apply

Energize STW is a Disability Confident Committed Employer. This means we will offer a guaranteed interview, if you have a disability covered by the definition outlined within the Equality Act 2010 and can show through your application that you meet the 'criteria' described in the person specification for the role.*



To apply through the Disability Confident Scheme, you will need to 'opt in'. Please do this by stating on the top of your covering letter "I wish to be considered for this role through the Disability Confident Scheme".

*Please note that there may be occasions where it is not possible for us to interview all disabled people that meet the minimum criteria for a role. For example, when there is a high volume of applications, we may need to limit the overall number of interviews offered. In these circumstances we would select the disabled candidates who best meet the criteria for the role.

Safer Recruitment Policy

All applicants shortlisted for interview will be required to complete a self-declaration and disclosure form. This form will only be viewed once an offer of employment has been made.

For further information about our safer recruitment processes, please view our [Safer Recruitment Policy Statement](#).

We are inclusive

We are committed to inclusion at every stage of the recruitment process.



Advertising – We advertise in a wide range of places both online and offline. The salary will be shown. We don't ask for a degree or other higher level qualifications unless it is essential for the role. And we aim to use plain English with no jargon (if you spot any do let us know!).



Applications & enquiries – You can contact us by e-mail, telephone or post.



Shortlisting – We remove personal information before the shortlisting panel see your application. This to ensure there is no bias towards or against any protected characteristics. We will use an equal opportunities monitoring form to understand the background of all applicants. But this will NOT be used in any part of the recruitment process.

We are inclusive

Continued...



Interviews – Can be held in person or online. We will provide any reasonable adjustments so the interview is accessible and suitable for all applicants. In addition, we will share key interview questions in advance to give you the chance to prepare.



Interview follow up – Job offers or feedback can be provided by email, telephone or letter.



Starting at Energize – After you accept the job and your references have been completed, you will join our team. We'll shape your induction with your input, so the mix of online, in-person, office time, or active catch-ups works for you and the Energize STW team.

We are inclusive

We support causes and organisations important to us.

Find out more about what we are doing.

Race Equality -

We've signed the Active Partnerships Network's commitment and we are a Sporting Equals Bronze Race Equality Charter member.



Disability Confident Committed -

Being a Disability Confident Committed employer reflects the work undertaken by us to ensure our recruitment processes and policies are inclusive and accessible.



Safe Ageing No Discrimination (SAND)

We've signed the EMBRACE Covenant to show our support and learn about the challenges older LGBT+ people face, plus we share and train others.



Armed Forces Covenant -

Signing this shows our support for the Armed Forces Community in Shropshire, Telford & Wrekin and helps guide our work and recruitment.



Mental Health - We've signed the Mindful Employer Charter to support our team and ensure fair, supportive practices are embedded in our recruitment processes and policies.



Our staff benefits

General

- Annual leave of 25 days leave plus 1 day per year for each year of service up to maximum of 30 days. Plus, discretionary Chair's day to be taken on your birthday. Plus, all bank holidays.
- Employees can request up to 2 Volunteer Days per year to volunteer at activities that benefit local communities.
- At the discretion of Energize STW full salary will be paid for the first ten days of sickness and then Statutory Sick Pay will be applied.
- Matched employer contributions to pension scheme up to 6%.
- Enhanced maternity / paternity leave and benefits.
- Salary exchange schemes available e.g. Cycle to Work scheme.
- Contribution towards eye test and glasses if required for work.
- Death in service life assurance payment of 3 x annual salary.
- Mobile phone for all relevant staff.
- Branded workwear for all relevant staff.
- Team celebratory meal at least once a year.



Our staff benefits

Health & Wellbeing

- Team wellbeing sessions during work hours.
- Flexible working culture to support good work/life balance.
- Energize will provide additional equipment to support hybrid working.
- Requests for different working arrangements supported e.g. compressed hours.
- We are a Mindful Employer and as such are committed to supporting staff mental health and wellbeing.
- Access to the Mindful Employer Plus Employee Assistance Programme App and phone line.
- Access to the WeCare App – another Employee Assistance Programme.

- Regular staff surveys and opportunities for feedback on health and wellbeing to enhance workplace culture.

Learning & Development

- Monthly one to one sessions for all staff to discuss goals, wellbeing and development.
- Training and development budget for team-wide and individual formal training.
- Membership of relevant professional organisations supported.
- Charity Learning Consortium online learning platform with a huge range of courses.
- Quarterly team days with an opportunity to try different activities.
- Twice a year team and Board trustee away days.

Examples of Energize at work...



Collaborative working with partners and stakeholders



Supporting residents to improve their wellbeing



Encouraging movement to improve health outcomes



Training local adult social care workforce



Engaging children with active learning and movement



Enabling young people to try activities

Energize at play...



Movement during team days



Celebrating events all year round



Supporting local organisations



Volunteering



Trying physical activities



Team events, activities, meals, and more!



Visit us: energizestw.org.uk
Email us: info@energizestw.org.uk

 [@energizestw](https://www.facebook.com/energizestw)  [energizestw](https://www.instagram.com/energizestw)

 [@EnergizestwOrgUk](https://www.youtube.com/channel/UC...)  [energize-shropshire-telford-wrekin](https://www.linkedin.com/company/energize-shropshire-telford-wrekin)