



# Recruitment Pack

## February 2025



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 relatively small team but we have a big mission to support people across Shropshire, Telford & Wrekin to live active lives to support their overall health and wellbeing.

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

Best wishes.

Pete Ezard  
Chief Executive

# Who is Energize and what do we do?

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

But right now, 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, the Active Partnerships network of more than 40 local organisations creates the conditions for every single person to be active.

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



# Who is Energize and what do we do?

Continued...

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

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



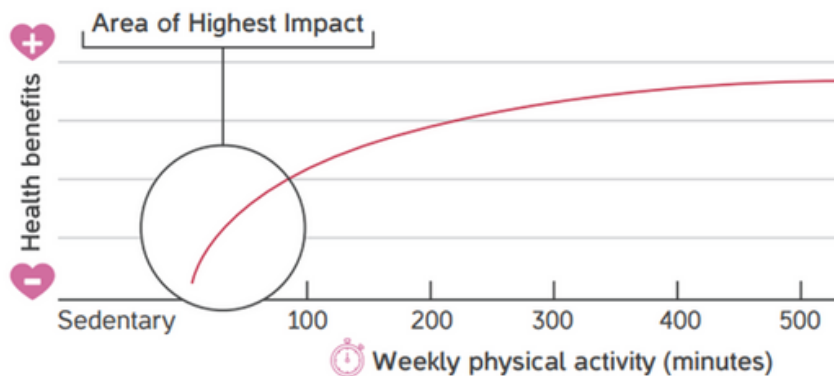


# Our vision is to eliminate inactivity

## But why?

25.3% of adults\* living in Shropshire, Telford & Wrekin are inactive

33.2% of children and young people\*\* are less active.



We know that being active improves outcomes for those with heart disease, stroke, diabetes and several cancers as well as improving mental health, quality of life and overall well-being for us all.

Statistics are taken from the most recent 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

## 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.

## Curious

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

## Inclusive

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

# The role

## Active Schools Manager

**Salary:** Starting at £32,000-37,000 per annum depending on experience.

**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 31 March 2027 with the potential of extension, depending on future funding.

**Location:** We currently work a hybrid system with Tuesdays and Thursdays allocated as office days and the remaining weekdays working from home, although this role will also require travel across the county. Our office is situated within walking distance of Shrewsbury town centre.

**Organisation structure:** The post will come under the direct line management of the Head of Performance & Learning.

### **Overall responsibilities:**

Energize is seeking a passionate and strategic Active Schools Manager to lead and develop our work across the education sector in Shropshire and Telford & Wrekin. This role plays a crucial part in building strong relationships with educational establishments, providing the support, knowledge and guidance to assist them in embedding physical activity and movement into their cultures and policies.

# The role

## Overall responsibilities continued:

You will drive the expansion of the Creating Active Schools programme, applying a whole-school behaviour approach to increase movement and physical activity in schools. Additionally, you will co-ordinate and oversee the recruitment of selected schools for the Active Lives Children and Young People surveys, liaising with Sport England and supporting schools in achieving a Healthy Schools rating.

## Specific duties and responsibilities:

### Collaborate

- Develop and maintain strong partnerships with schools, local authorities, and other local and national organisations to support the coordination and delivery of developmental opportunities.
- Work alongside other sectors to enhance the health and wellbeing support available to schools, benefiting both pupils and staff.

### Curious

- Develop ongoing evaluation and learning mechanisms to measure the impact of the support and opportunities provided to schools.
- Analyse findings and develop meaningful communications to share insights with key stakeholders.
- Use data, case studies, and best practice to advocate for system-wide change, ensuring physical activity becomes a core part of school improvement strategies.



# The role

## Empower

- Deliver Creating Active Schools training sessions, equipping school staff with the tools and confidence to integrate physical activity into the school day.
- Provide ongoing support and professional development opportunities for school staff, fostering a culture of movement and wellbeing.
- Organise and facilitate networking events to encourage the sharing of information, knowledge and best practices among schools.

## Inclusive

- Identify and address barriers that prevent children and young people from engaging in physical activity, physical education, and sport.
- Advocate for inclusive and equitable approaches to physical activity, physical education and school sport, ensuring all pupils - regardless of background - have access to meaningful opportunities to move more and be active.

## Influence Change

- Act as a champion for physical activity in schools, influencing decision-makers to embed movement into school policies and everyday routines.
- Work closely with school leadership teams to advocate for system-wide change, ensuring physical activity is recognised as a key contributor to pupil wellbeing and academic success.
- Identify and leverage opportunities to align with national and local health, education, and wellbeing priorities, positioning physical activity as a solution to wider challenges.
- Engage with policymakers, education bodies, and key stakeholders to shape discussions around the role of physical activity in school improvement strategies.

# The role

## Operations

The post holder will be expected to:

- Promote equity, diversity, inclusive and safeguarding practices in all areas of work across Energize and consider the best way to open access and welcome involvement from all members of the community.
- Support the preparation and completion of reports relevant to the role and those required of Energize, both internal and external.
- Ensure that their work is carried out within the framework of Energize's policies and procedures, with particular reference to Energize's Equal Opportunities policy, Safeguarding policies, GDPR (data protection policy) and Health and Safety Guidelines.



# What are we looking for?

We believe the ideal candidate will have all these skills or experience.

## Qualifications & Training

- Confident with 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

- Experience working in education, physical activity, public health, or a related field.
- Knowledge of school structures, policies, and priorities, particularly in relation to health, wellbeing, and physical activity.
- Experience building and maintaining relationships with schools, local authorities, and national organisations.
- Understanding of barriers to physical activity, particularly for underrepresented groups, and strategies to create inclusive and equitable opportunities.
- Experience in delivering training and workshops to school staff or similar audiences.

## Personal skills & attributes

- Ability to organise and lead training and networking activities 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.
- Strong relationship-building skills with the ability to engage and influence a range of stakeholders.
- Problem solving, decision making and resilience skills with the ability to act on own initiative, assess needs and identify priorities.
- A passion for improving children's health and wellbeing through movement.

## Special working conditions

- The post holder will need to be able to travel across Shropshire, Telford & Wrekin using public transport or own means of travel. Business insurance will be required if a personal car is utilised for work journeys.

If you also have any of the following skills or experience that would be really useful too:

## Knowledge & Experience - additional

- Experience of developing and interpreting insight and applying findings to a programme of work, enabling evidence led solutions which create impact.
- Understanding of national strategies for whole-school approaches to physical activity, such as the PE & School Sport Premium, and School Games.
- Knowledge of behaviour change approaches.

## Personal skills & attributes - additional

- Ability to effectively monitor and evaluate.

# What are we looking for?

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

If you think you might have the essential aspects within the person specification but are not 100% sure, please do still apply and let us decide. We know that certain groups 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.

**Deadline for applications:** Friday 21st March at 23:59.

**Interviews to take place:** Tuesday 8th April in Shrewsbury.

# How to apply

- 1** Based on the role information above, please email your CV and a covering letter (no more than 2 sides of A4) to [recruitment@energizestw.org.uk](mailto:recruitment@energizestw.org.uk). Your covering letter should outline how you meet the required skills and experience and why you think you would be the ideal candidate for the role.
- 2** Energize is an anonymous recruiter. To ensure that everyone has equal opportunity when applying please ensure any identifiable information is at the top of your CV.
- 3** Please also complete our [Equal Opportunities Monitoring Form](#) as part of your application. 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.

Finally, if you would like an informal discussion about the role, please contact Harry Cade (Head of Performance & Learning). You can email Harry at [harry.cade@energizestw.org.uk](mailto:harry.cade@energizestw.org.uk) or call on 07539 377701.

**GOOD LUCK - we look forward to hearing from you.**

# We are inclusive

As an organisation, we have made a commitment to being inclusive and this includes all stages of the recruitment process.



**Advertising** – We advertise in a wide range of places both online and offline. The salary will be clearly shown, we don't ask for degrees 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 will remove any personal information before the shortlisting panel see your application to ensure there is no bias towards or against any protected characteristics. We will use a separate equal opportunities monitoring form so we 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 and we will provide any reasonable adjustments to ensure 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** – Once you have accepted the job and references have been completed, you will join our team. In terms of your induction, we will get your input to shape this to ensure the mix of online, in person, in the office or having a walking catch up suits you as well as the Energize team.



# Our staff benefits

## Pay

- Annual pay review
- Energize salary bandings graded to level of responsibility
- Statutory Redundancy Pay based on weekly pay, age and length of service

## Benefits

- Auto enrolment compliant pension (6% salary contribution to match employee contribution) – ability to salary sacrifice
- 25 days + 1 day per year to a maximum of 30 days annual leave plus Bank Holidays
- Death in service life assurance of 3 x annual salary
- Free access to an Employee Assistance Programme
- Money towards eyesight test every other year
- Mobile phone for relevant staff
- Branded jacket and polo shirt
- Team celebratory meal – at least once a year
- Cycle2work Scheme
- Statutory Sick Pay
- Enhanced Maternity / Paternity leave and benefits
- Other benefits may be provided by CEO and Chair of Board



# Our staff benefits

## Learning & Development

- Monthly one to one sessions for all staff to discuss goals, wellbeing and training & development needs
- Annual training & development budget
- Membership of professional organisations supported eg. CIMSPA, CIM
- Charity Learning Consortium offering wide range of free training courses and other resources
- Quarterly team days away from the office with opportunity to try different activities
- Opportunities for attendance at Active Partnerships and other relevant conferences or meetings across England.
- Twice a year staff and trustee away days

## Environment

- Flexible working system
- Hybrid working between Telford, Shrewsbury and home.



# Energize at work...



Opening School Facilities for physical activities



Collaborative working in Donnington, Telford



Encouraging movement to improve health outcomes



Activities for SEND children and their families



Engaging young people in different activities



Celebrating impact of funding for local people

# Energize at play...



Lunchtime activities during team days



Celebrating events all year round



Supporting local organisations



Volunteering



Trying new physical activities



Team events, activities, meals, and more!



Visit us: [energizestw.org.uk](http://energizestw.org.uk)  
Email us: [info@energizestw.org.uk](mailto:info@energizestw.org.uk)

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 [energize-shropshire-telford-wrekin](https://linkedin.com/company/energize-shropshire-telford-wrekin)