



Recruitment Pack

January 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](#).



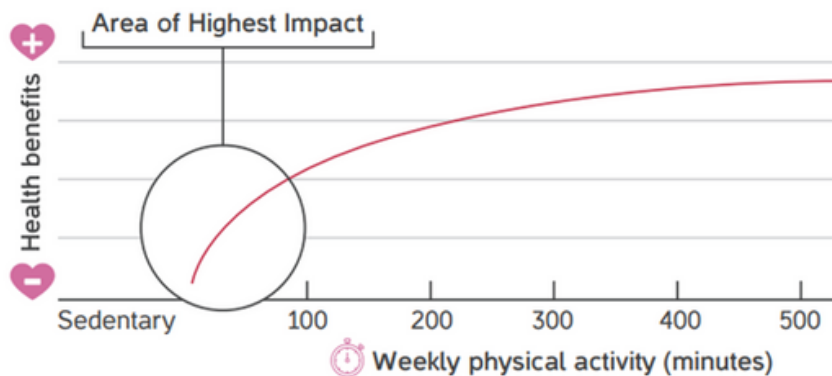


Our vision is to eliminate inactivity

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

Place Development Manager (Maternity Cover)

The Place Development Manager will play a key role at Energize with particular focus on Place-based working, aligning to our Strategy and developing plans aligned with place expansion investment through Sport England.

A Place Development Manager will work to connect, collaborate, empower and create the environment and culture where people feel confident to be active in a way that suits them. The work is achieved by considering how we can best listen and understand our communities, coproducing opportunities needed and collaborating with stakeholders to influence change.

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

A 12-month contract will be offered, with potential for extension subject to further funding.

Post status: Full time (37 hours per week) fitted around weekday office hours. The post will require some evening and occasional weekend working.

Location: Telford focus – We are expecting the role to have shared office space in Telford along with engagement across Telford communities. There are opportunities to work from home along with office space with the wider Energize team based near Shrewsbury town centre.

Organisation structure: The post will come under the direct line management of the Head of Operations at Energize.

The role

Overall responsibilities: To lead on the operational development and implementation for new financial investment focused on identified localities known nationally as 'place expansion funding' across the Telford & Wrekin area.

Through place-based working, develop meaningful partnerships with communities and the organisations that support them (Local Authorities, NHS, Education, Health and Social Care, Community organisations etc.). With these partnerships in place, co-design opportunities which make it easier for residents to move more in a way that works for them.

Collaborate

- Build open and honest relationships with the individuals and organisations who relate to our purpose and strategic focus, supporting them to work out what role they can play.
- Identify stakeholders who share the same values, motivations and desire to change the system. This will involve working across different sectors, at different levels with new and existing organisations.

Empower

- Support the development of an inclusive workforce that is representative of local communities and enables people to be more active.
- Build resilient organisations through guidance on infrastructure/governance, and where needed provide guidance on funding bids to bring in additional investment.

The role

Curiosity

- Identify and provide support to individuals and community organisations (building on the insight and understanding that already exists) to capture local intelligence and insight from people with lived experience, taking into consideration the most appropriate way of capturing information.
- Develop a clear understanding of the assets and strengths that could influence partners across the whole community and health and wellbeing systems in utilising physical activity

Learning

- Create opportunities for partners and stakeholders to come together to share experiences and learning.
- Support partners to evaluate the impact and value of their work, capture the learning and continue to improve approaches.
- Share our insight and learning on how certain policies and processes make it harder for people to move more.

Influence Change

- Support new and current partners to focus their capacity and resources on the people and neighbourhoods that experience the greatest inequalities.
- Support partners at various levels of the system, including the local relevant management groups and strategic partnerships, to understand and act upon insight from community engagement.

The role

Operations

- Promote equity, diversity, inclusive and safeguarding practices in all areas of work across Energize.
- Support the preparation and completion of reports relevant to the role and those required of Energize, both internal and external.
- Ensure that 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

- Understanding of communities most in need, and committed to reducing inequalities through physical activity and movement.
- Recognises the importance of lived experience and utilising co-production in enabling change.
- Has experience of working collaboratively with external partners and leaders at all levels, including community leaders, senior public sector leaders and local councillors to develop and/or deliver a shared purpose.
- Understands the value of learning and evaluation and can embed this within work.
- Recognises the role of interpreting data and insight and how it is used to inform work themes.

Personal skills & attributes

- Understands principles of active listening – is inquisitive, curious and is skilled in facilitating conversations.
- Is an excellent communicator – writing, speaking and presenting to a variety of audiences utilising a range of IT platforms and equipment.
- Is motivated and able to plan, organise and prioritise their own workload to meet deadlines.
- Is approachable and able to work well as part of an effective team.

What are we looking for?

Continued...

Special working conditions

- The post holder will need to be able to travel across Telford 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 these skills or experience that would be really useful too.

Knowledge & Experience - additional

- Experience reviewing or writing funding applications.
- Previous involvement working or volunteering with voluntary/community organisations understanding basic governance: i.e. insurance, safeguarding, legal status
- Has experience of managing funded projects, programmes and staff members.

Personal skills & attributes - additional

- Understands the relationship between physical activity and health.
- Knowledge of Telford communities and stakeholders.

Deadline for applications: Tuesday 11th February at 23:59.

Interviews to take place: Wednesday 26th February in Telford.

How to apply

- 1 Based on the role information above, write an email or a supporting statement (no longer than two pages), explaining how you meet the role requirements and why you believe you are the right candidate for the Place Development Manager role.
- 2 Make sure your CV is up to date.
- 3 Email or post us your supporting statement and CV.

Email: recruitment@energizestw.org.uk

Post: Recruitment Team, Darwin House, 2 The Mount, Shrewsbury SY3 8PU

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

Finally, if you have ANY questions at all, about Energize, the role, the application process, please do not hesitate to get in touch with Jessica Bradbury (Head of Operations).

You can email her at jessica.bradbury@energizestw.org.uk or call on 07958 318915.

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

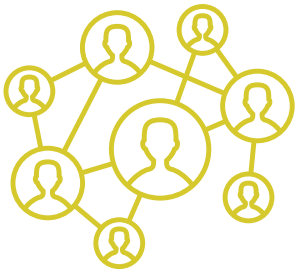
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Interviews – Can be held in person or online and we will provide any reasonable adjustments to ensure the interview is accessible and suitable for all applicants. In addition we will share key interview questions in advance to give you the chance to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



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Email us: info@energizestw.org.uk

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