



Recruitment Pack

July 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 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 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 and what do we do?

Continued...

We work with many 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 working across health, education and communities to make this a reality. You can read more about this in our [strategy](#).



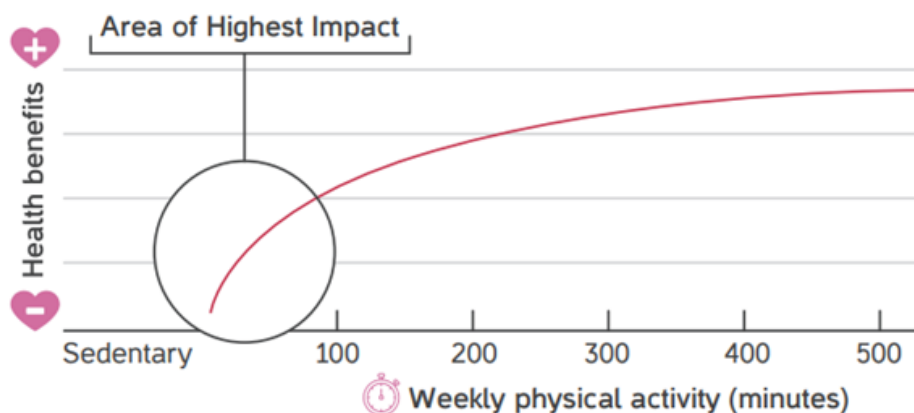


Our vision is to eliminate inactivity

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 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

Apprentice Business Administrator

Salary: £14,526 for year one. £23,492 for year two, following successful completion of the Apprenticeship*.

These salary figures are for those aged 21 and over but we welcome applications from anyone 18 or over.

*With this role, we are offering the chance to gain a recognised qualification. This is the **Level 3 Business Administrator Apprenticeship**. All costs will be covered by Energize.

Post status: Full time (37 hours per week).

The post will require some flexible working. Sometimes it might be necessary to work on an evening or at the weekend. However, it is expected that most of the work will be during weekday office hours.

As the role is an Apprenticeship, around one day per week will be for studying towards achieving this.

This is a fixed term contract until March 2027. However, subject to funding, the role could be extended to March 2028 and further.

Location: We currently work in the office on Tuesdays and Thursdays. On the remaining weekdays we work from home. Our office is situated within walking distance of Shrewsbury town centre. This role will also require travel to meetings and events in Telford and Wrekin.

The role

Apprentice Business Administrator

Place in the organisation: The Business Administrator will report to the Head of Engagement. They will work with most members of the Energize Team.

Overall responsibilities:

This role will be a key part of Energize Communities Team. The Apprentice Business Administrator will help ensure the smooth running of the work related to the place partnerships investment through Sport England.

The Apprentice Business Administrator will support the team. This is important to help their colleagues not undertake too much administration.

Specific responsibilities:

Including but not limited to...

- Helping to organise events and meetings. For example, assisting with finding suitable dates and venues. Making room bookings, checking they have suitable facilities.
- Minute-taking. Attending meetings to write notes and actions. After the meeting sending final minutes to all the attendees.
- Data input. Helping to update spreadsheets, and other online systems. This will help the team to track delivery, partner engagement, and community feedback.

The role

Apprentice Business Administrator

Specific responsibilities (continued)

- Regular communications. Assisting with creating and sending e-newsletters, email updates, meeting invites, and other routine programme communications.
- Document management. Organising and updating shared folders, templates, and programme documentation.
- Website updates. Changing basic content on our programme websites when necessary. Such as updating session times.
- Finance support. Uploading and processing invoices to our online system. This helps us make timely payments to our suppliers on our various programmes.

Operations

The Apprentice Business Administrator needs to understand all Energize's policies and procedures.

As part of the induction process, we will explain all the different policies and procedures and make sure it is all clear.

What are we looking for?

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

Qualifications & Training

- Be keen to enrol in the Business Administrator Apprenticeship Standard to continue learning.
- GCSE or equivalent A*-C (9-4) in English and Maths (Where the post holder does not have English or Maths Grade C/4 they will be required to work towards these qualifications in addition to their apprenticeship).

Experience

- Be comfortable using Microsoft Teams, Outlook, Word, Excel and PowerPoint.
- Some experience working in an office environment assisting with administrative tasks.
- Some experience working across different projects or teams. And of working with different people within and outside of the organisation.
- Of data inputting and basic reporting.
- Of organising meetings and minute taking.

What are we looking for?

Personal skills and Attributes

- Display initiative, be positive and enthusiastic to learn with a genuine interest in working in an administrative position.
- Have effective written and verbal communication skills with attention to detail.
- Have strong organisational skills.
- Be reliable, punctual and proactive.
- Be able to work effectively as part of a team but also able to prioritise and work on your own.
- Willingness to learn and apply new skills and commitment to personal learning, continuous development and improvement.
- Be a keen believer in the benefits of an active lifestyle.

Special working conditions

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

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

What are we looking for?

Special working conditions (continued)

If you think you might have all the things we are looking for but are not 100% sure, please do still apply and let us decide. We know that certain people think they are not good enough and assume others will do better. Please don't be that person. We want applications from the widest cross-section of the community.

Deadline for applications: 8th August 5pm

Interviews to take place: 19th August

See how to apply on the next page.

How to apply

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

Your covering letter should explain how you meet the skills and experience we are looking for. It should also explain why you think you would be the ideal candidate for the role.

Energize is an anonymous recruiter. When applying please ensure any identifiable information e.g. name, address, date or birth, is at the top of your CV. This will be removed so that the people deciding who to interview don't know who each candidate is.

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.

Finally, if you would like an informal chat about the role, please contact Suzy O'Shea (Head of Engagement). You can email Suzy at suzy.oshea@energizestw.org.uk or call her on 07432 764436.

GOOD LUCK - we look forward to hearing from you.

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 walking catch-ups works for you and the Energize team.

We are inclusive

We support causes and organisations important to us.

Equity, Diversity & Inclusion -

We have signed the [Active Partnerships Network's commitment to tackling racism and racial inequality](#). And we are a [Sporting Equals Bronze Race Equality Charter](#) member.

Find out more about what we are doing.



Disability Confident Committed -

Our commitment to being a Disability Confident Committed employer reflects the work undertaken by Energize 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 more about the challenges older LGBT+ people face in Shropshire, Telford and Wrekin.



Armed Forces Covenant -

We've signed the Covenant to show our support for the Armed Forces Community in Shropshire, Telford & Wrekin and to help guide our work and recruitment.



Our staff benefits

Pay

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

Benefits

- We offer a pension that meets auto-enrolment rules, with a 6% salary match and the option to use 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 to attend relevant events, conferences or meetings across England
- Twice a year staff and trustee away days.

Environment

- Flexible working system
- Hybrid working between Telford, Shrewsbury and home.
- We currently work in a listed building which is under refurbishment with restricted accessibility. Please contact us to discuss this as reasonable adjustments could be made for the successful candidate.



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
Email us: info@energizestw.org.uk

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