Together Active Chief Executive
Job Description and Person Specification

Reporting to: Chair of Trustees
Salary: £65,000 - £70,000
Hours: Full time (32 hours over four days per week)
Location: Staffordshire and Stoke-on-Trent / Hybrid

Role Summary:

The Chief Executive will provide ambitious, values-led leadership for Together Active while playing a visible leadership role across Staffordshire and Stoke-on-Trent.

They will build trusted relationships across local government, sport, leisure, health, education, the voluntary and community sector, Sport England, neighbouring Active Partnerships and the wider network.

They will ensure that movement, physical activity and sport are recognised and used as part of the solution to local priorities, improving lives and addressing inequality.

The role requires someone who can operate at senior strategic tables, convene partners, create alignment and translate national priorities into meaningful place-based change.

Role Outcomes:

1. Together Active is financially sustainable, supported by effective stewardship of its resources and strong relationships with Sport England and local partners.
2. Movement, physical activity and sport are clearly understood and used as part of the solution to local priorities, improving lives and addressing inequality.
3. Together Active is recognised as a trusted system leader and convener across Staffordshire and Stoke-on-Trent.
4. Together Active is recognised as a leading local charity in the field of inclusive physical activity and sport.
5. Together Active is an agile and flexible organisation.
6. Together Active influences systems, policy and investment in ways that increase the contribution of movement, physical activity and sport to wider local outcomes.
7. The organisation understands its performance, impact and progress against the agreed strategy.
8. Together Active works effectively with neighbouring Active Partnerships and the wider network on learning, devolution and priorities that cross geographic boundaries.
9. The Chief Executive leads by example through the values and behaviours they adopt, acting at all times in line with Together Active's Code of Conduct and in the best interests of the organisation.

What does this mean day to day?

- Develop and deliver a long-term, outcomes-focused strategy for the organisation and monitor progress against it.
- Provide clear organisational leadership and support the Senior Leadership Team to be effective managers and leaders.
- Work with the Chair to support Board development.
- Build and maintain senior strategic relationships across Staffordshire and Stoke-on-Trent, ensuring Together Active is represented in the right forums and able to influence local priorities, plans and investment.
- Convene and lead partnership forums where required, creating alignment between partners and ensuring movement, physical activity and sport contribute to wider outcomes for communities.
- Work with Sport England and local partners to translate national strategy and investment priorities into locally relevant plans that respond to need, inequality and opportunity.
- Work actively with neighbouring Active Partnerships and the wider network to share learning and respond to changing boundaries, devolution opportunities and cross-place priorities.
- Support and enable colleagues to include the voices of people with lived experience and local communities in the organisation's work.
- Support the Senior Leadership Team to manage risk effectively and maintain a dynamic approach to risk assessment.
- Maintain a meaningful framework for governance and compliance that meets the requirements of external bodies, including the Charity Commission and Sport England.
- Promote a culture based on the principles of Radical Candor: caring personally and challenging directly.
- Create opportunities for colleagues to develop their professional skills and grow their areas of work.
- Provide the Board of Trustees with the information it needs to make effective decisions and exercise appropriate oversight.
- Ensure the long-term financial sustainability of the organisation through responsible financial leadership, effective stewardship of core funding and trusted relationships with Sport England and local partners.

Line Management Responsibilities

This role has direct line management responsibility for the Senior Leadership Team and overall responsibility for all paid and voluntary roles within the organisation.

Person Specification:

Criteria	Essential	Desirable
Relevant experience		
Senior leadership experience within a charity, public body, Active Partnership or another complex, purpose-led organisation.	✓	
Experience of partnership and system leadership within a complex stakeholder environment, including convening partners and influencing senior decision-makers across sectors such as sport, physical activity, health, local government, education or the voluntary and community sector.	✓	
Experience of leading and developing senior leaders and wider teams, fostering an inclusive culture that combines support with constructive challenge.	✓	
Experience of working effectively with a Board, supporting good governance, informed decision-making and appropriate accountability.	✓	
Experience of developing and implementing an outcomes-focused strategy and using evidence to understand organisational performance and impact.	✓	
Experience of strengthening financial sustainability and managing significant funding relationships, including with institutional or public funders.	✓	
Knowledge and strategic skills		
Sound financial judgement and an understanding of organisational performance, risk, governance, compliance and long-term sustainability.	✓	
A strong understanding of the distinctive role of an Active Partnership, including its relationship with Sport England, neighbouring Active Partnerships and the wider network, and its role in translating national priorities into place-based change.	✓	

Criteria	Essential	Desirable
Direct experience of working within an Active Partnership or the wider sport and physical activity sector.	✓	
Knowledge of Staffordshire and Stoke-on-Trent, including its communities, inequalities and partnership landscape across sport, physical activity, health and wellbeing.		✓
Leadership and relationships		
The credibility, communication skills and political judgement to operate at senior strategic tables, articulate a clear vision, convene partners, create alignment and build trusted relationships locally and nationally.	✓	
An inclusive and emotionally intelligent leadership style, with the ability to listen, build shared purpose and combine support with constructive challenge and clear decision-making.	✓	
Values and personal commitment		
A clear commitment to equity, diversity, inclusion and safeguarding, alongside integrity and strong alignment with Together Active's creative, collaborative, inclusive and compassionate values.	✓	