

Job Description

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| Job Title | National Governing Body & Multi Sport Place Lead |
| Directorate | Neighbourhoods and Housing |
| Service Area | Merseyside Sports Partnership (MSP) |
| Grade | 6 |
| Competency Level | 2 |
| Salary | £35,412 to £39,862 |
| Job Type | Hybrid |
| Location | Cunard Building |
| Disclosure and barring service (DBS) | Not Applicable |
| Job Evaluation Ref No | A10282 |

Job Purpose

To support the creation of a better life for the people of the Liverpool City region through movement, physical activity and sport.

Building strong and trustworthy relationships with and between organisations, partners and individuals.

Fostering collaboration at every level: celebrating the successes, large and small, of communities, partners and colleagues to promote the joy of movement.

Removing barriers to activity by disrupting things that do not work and enabling positive collective action aligned to national priorities and local ambitions.

Directly Responsible For:

There will be no direct line management responsibility for the post holder but there is a need to share learning with all 6 of our Place Partnerships both via our own team and across the Liverpool City Region.

Directly Responsible To:

CEO of Merseyside Sports Partnership, the Active Partnership for Liverpool City Region

Main Areas of Responsibility:

- Listening closely to others and facilitating regular conversations, workshops, and shared learning opportunities across the Liverpool City Region (LCR) through forums, and National Governing Body (NGB) Connect sessions
- Be able to lead in a systems approach to the complex challenge of inactivity and inequalities with a focus on the 6 places within LCR that are part of Sport England's Place investment
- Taking the initiative to reflect on what works and share those insights widely across multiple networks
- Convene a wide network of NGB's on a regular basis
- Understand the needs of 52 NGB's who are Sport England system partners through networking events, individual meetings and insight
- Be present and spend time with new and existing colleagues in the sport sector, understanding their needs and helping them tackle inequalities in sport

- Tell impactful stories, through generating case studies, reflective logs and explanatory accounts, to celebrate the people and places of the Liverpool City Region
- Be innovative and dare to disrupt the sport system, having the courage to challenge the status quo through individual meetings and wider networks
- Be deliberate in committing financial and human resources to opportunities that tackle deep rooted inequalities, allowing more people to be active on their own terms
- Be curious, getting to the root causes of the problems being faced by communities and partners
- Explore the viability of sustainable, weather-proof, multi-use facilities and spaces
- Understand the process of asset transfer and embedding a multi-sport approach, to connect NGB's together in places
- Work with wider system partners, to enable NGB's to impact on target audiences such as Women & Girls, Children & Young People and wider determinant of Health in places across LCR
- Establishing and nurturing relationships between NGBs and Place partners across the LCR through regular forums and network opportunities
- Identifying and making sense of the connections between national priorities and local needs in ways that enables joint action
- Seeking and creating opportunities for collaboration and aligned investment
- Sharing learning and inspirations to inform local strategies and national plans
- Connect to National agendas, working with partners such as Active Partnership National Organisation (APNO) and their multi-sport function, learning what works and doesn't work from other places across the country
- Support National Governing Bodies in creating sustainable funding opportunities for communities facing the biggest inequality and inequity
- Embed a test and learn mindset across the sport and wider system

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Explores different options for funding and income generation
- Financial management of any assigned budgets

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities
- An unrelenting emphasis on diversity, inclusion, skills and behaviours to tackle the inequality gaps that exist within active lives

Physical Demands of the Job:

- Requirement to sit stationary and use a laptop for sustained periods of time

Corporate Responsibility:

- Delivering and promoting excellent customer service, externally and internally, modelling responsive handling of customer feedback including complaints and suggestions, and learning from feedback to support continuous improvement. making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance



- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Contribute to the delivery of the Council Plan
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant degree, professional qualification, or equivalent experience in sport, community development, partnership management, or a related field (A)

Desirable

- Evidence of ongoing professional development in collaboration, facilitation, or systems change

Experience

Essential

- Proven ability to build and sustain trusted relationships across diverse partners and sectors (A,I,P)
- Demonstrated experience in partnership development and collaborative working (A,I)
- Experience of connecting national and local stakeholders to enable joint action (A,I,P)
- Knowledge of the sport, physical activity, or community development landscape (A)
- Understanding of place-based approaches and system change (A,I,P)

- Experience working with National Governing Bodies or similar networks (A,I,P)

Desirable

- Experience of influencing strategic decision-making across complex systems
- Familiarity with the Liverpool City Region and its local priorities

Skills/Abilities

Essential

- Strong communication and facilitation skills to convene and engage diverse stakeholders to drive system change (A,I)
- Strong relationship-building and influencing skills (A,I)
- Ability to identify and progress opportunities for joint action and aligned investment (A,I)
- Skilled in gathering, interpreting, and sharing insights to inform strategy and decision-making (A,I)
- Strong organisational skills with the ability to adapt and manage multiple relationships and projects (A)
- Inclusive and equity-focused (A,I)

Desirable

- Ability to design and facilitate workshops or collaborative learning sessions
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- Experience of systems leadership and co-design
- Project management and organisational skills



- Knowledge of Liverpool City Region policy and networks
- Confident in public speaking and advocacy

Commitment

Essential

- Passion for reducing inequalities and improving opportunities for people to be active (A)
- Commitment to community-led approaches and inclusive partnership working (A)
- Willingness to travel across the Liverpool City Region and work occasional evenings or weekends if required (A)
- A commitment to training and taking ownership for self-development (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Full UK driving licence or ability to travel independently across the region (A)
- Flexibility to adapt to changing priorities and a dynamic operating environment (A)

Desirable