

Job Description

Job Title	Liverpool Active City Coordinator
Directorate	Neighbourhoods and Housing
Service Area	Sport and Recreation
Grade	8
Competency Level	2
Salary	£46,142 - £51,356
Job Type	Hybrid
Location	Liverpool City Council Office
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To support and advance the implementation of the Liverpool Active City Strategy through a coordinated and collaborative approach to city delivery.

Directly Responsible For:

The post holder may have direct and indirect responsibility for Sport and Recreation staff, contractors, volunteers and externally funded and time-limited posts.

Directly Responsible To:

Strategic Physical Activity and Sport Development Manager

Main Areas of Responsibility:

- Inspire and empower teams and partners across the Liverpool Active City Network, championing collaboration and innovation to deliver meaningful outcomes aligned with the City Plan
- Ignite collective purpose by engaging and mobilising the Network, nurturing a shared vision that drives positive change for communities across Liverpool
- Cultivate connection and creativity, ensuring vibrant communication flows through the Network and sparking opportunities where ideas, projects, and people converge
- Lead with insight and empathy, co-designing place-based approaches that reflect the lived experiences and aspirations of Liverpool's diverse communities
- Shape shared investment strategies, co-creating resource plans that reflect collective priorities and maximise impact
- Champion workforce development, supporting and enabling colleagues across the wider system to understand, adopt, and embed the Liverpool Active City approach in their work
- Ensure amplified impact through storytelling, supporting the Network to generate powerful reports and narratives that inform evidence-based decisions and inspire future action
- Celebrate progress and foster growth, creating spaces where success is recognised and learning is shared to strengthen the Network's collective intelligence
- Champion strategic commissioning, guiding the implementation of a robust framework that ensures the Liverpool Active City Programme delivers with purpose and precision

- Embed excellence in delivery, implementing systems and processes that support effective programme, project, and contract management
- Stay open to possibility, embracing emerging opportunities and evolving responsibilities that further the mission of an active, connected, and thriving Liverpool

Supervision and Management Responsibility:

- Ensure activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

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
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging teams and partners to deliver increased efficiencies
- Explore different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- No physical demands

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for 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
- 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

- Evidence of continuous professional development (A, I, E)

Desirable

- Training and qualifications in an appropriate discipline (A)

Experience

Essential

- Strong relationships and trust with partners from a range of sectors (A, I, E)
- Leading / facilitating / influencing partners from a range of sectors (A, I, E)
- Working with senior colleagues and decision makers to enable sustainable change (A, I, E)
- Embedding cultural or organisational change initiatives such as workforce development or capacity-building (A, I, E)
- Enabling effective collaboration and coproduction in a multi-stakeholder environment (A, I, E)

Desirable

- Leading / facilitating / influencing partners from a range of sectors in the Liverpool City Region (A, I, E)



- Working in or with the physical activity, active travel or health sectors (A, I, E)
- Working in the context of strategy or policy (A, I, E)

Skills/Abilities

Essential

- Talk, write and present in a way that people easily understand (A, I, E)
- Influence, motivate, challenge, negotiate (A, I, E)
- Build relationships and trust (A, I, E)
- Self-motivated and uses initiative (A, I, E)
- Create and share a vision for peoples' lives, places and projects (A, I, E)
- Identifying cultural/ organisational change opportunities and tailoring support (A, I, E)
- Strong organisation, coordination and project/ programme management skills (A, I, E)
- Translation of needs analyses into strategic delivery (A, I, E)
- Open minded and reflective of own and others' approaches (A, I, E)

Desirable

- An understanding of relevant strategies that enable or hinder movement (A, I, E)
- Strong coaching or mentoring skills (A, I, E)
- Application of the essential skills in the physical activity, active travel or health sectors (A, I, E)

Commitment

Essential

- A commitment to achieving the Liverpool Active City Vision and encouraging others to share this commitment (A, I, E)
- Continual learning through reflective practice (A, I, E)
- Occasional evening and weekend working to accommodate needs within the Network (A, I, E)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A, I, E)

