

## Job Description

<b>Job Title</b>	Social Impact Coordinator Liverpool – Major Sports Events
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Culture Liverpool
<b>Grade</b>	Grade 8
<b>Competency Level</b>	2
<b>Salary</b>	£46,142 - £51,356
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building / Hybrid
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	

## Job Purpose

Liverpool has a history of hosting major sporting events from the Vitality Netball World Cup in 2019, the World Gymnastics Championships in 2022 and the World Boxing Championships in 2025. Liverpool will host the Stage 2 Finish of the Tour de France and a groundbreaking inclusive multisport and culture festival both in 2027 and is one of the eight EURO 2028 cities across the UK and Ireland in 2028.

This role will be responsible for the planning, delivery, and evaluation of social impact initiatives linked to major sports events across Liverpool, ensuring they contribute meaningfully to the ambitions of the Liverpool Active City Strategy 2024-2034, creating healthier, happier, fairer lives for everyone in Liverpool. It will also lead the coordination of the social impact programme across sport, culture and communities across Liverpool City Region.

### Directly Responsible For:

The post holder will provide oversight of the workload and delivery of the sports Social Impact team.

### Directly Responsible To:

Head of Major Sports Events

## Main Areas of Responsibility:

- Support the integration of social impact objectives into the planning of major sports events, ensuring alignment with the Liverpool Active City Strategy 2024-2034
- Work with the Sport Liverpool team, event organisers, national governing bodies and community partners to co-design legacy programmes that promote physical activity, wellbeing, and inclusion

- Work closely with the Physical Activity and Sport Development, Culture Liverpool and Neighbourhood teams to ensure that the social impact opportunities and delivery are aligned with neighbourhood priorities and that participation programmes consider sport, community and culture
- Deliver the social impact programmes, directly or through managed contracts, working with delivery partners and project managers to ensure objectives are met
- Work with National Governing Bodies of Sport, sport providers, and local and regional partners to facilitate the year-round development of sporting programmes
- Build and maintain trusted relationships with a wide range of partners including sport providers, sports clubs, schools, and voluntary, community, faith and social enterprise sector partners
- Build relationships with colleagues in Merseyside Sports Partnership and nominated contacts across Liverpool City Region to share best practise and programme delivery when event funding is LCR wide
- Facilitate engagement sessions to ensure community voice shapes delivery and meaningful outcomes
- Work with the relevant sports governing bodies to co-design impact programmes that are relevant to the city and the sport, that will link to the event but include post event legacy that is measurable and deliverable for the city
- Provide coordination of inclusive physical activity programmes, volunteering and employment pathways, and youth engagement initiatives linked to events
- Ensure delivery is equitable, culturally relevant, and responsive to local needs
- Collect and analyse data, feedback, and stories to measure impact across wellbeing, social cohesion, skills development, and physical activity
- Working across a number of events at any one time to utilise shared knowledge and relationships to extend reach beyond the event timelines
- Support reporting to funders, stakeholders, and governance groups

- Gather and share stories of impact, contributing to reports and narratives that celebrate progress, inspire others, and inform future decision-making
- Celebrate local success and promote shared learning, helping to create spaces where achievements are recognised and lessons are exchanged to build collective understanding of social impact
- Embrace continuous improvement, identifying opportunities to enhance delivery, streamline processes, and contribute to a culture of learning and innovation
- Stay curious and adaptable, remaining open to new ideas, emerging opportunities, and evolving responsibilities that help advance the mission of a fairer, healthier Liverpool for all

### **Supervision and Management Responsibility:**

- Provide coordination and oversight of the whole social impact programme for each Major Sport Event
- 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:**

- Manage allocated social impact budgets for each Event, ensuring compliance with applicable grant funding conditions
- 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

- 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:**

- Occasional event attendance, outdoor work may be required during the delivery of the programme

## **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: 1

[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 in sports development or a similar field (A, I, E)

### Desirable

- Project Management or applicable training and/or qualifications in an appropriate discipline

## Experience

### Essential

- Experience working on sports events, legacy programmes or within the physical activity, active travel or health sectors (A, I, E)
- Leading, planning, coordinating, delivering and/or supporting participation programmes (A, I, E)

### Desirable

- Engaging and working collaboratively with diverse communities, voluntary sector organisations, and public sector partners
- Gathering insight and translating into deliverable actions
- Championing and sharing social impact stories and learning, and contributing to reporting processes
- Establishing strong relationships and trust with partners from a range of sectors

- Promoting new ways of working or sharing best practice across teams or networks
- Familiarity with impact measurement tools and reporting
- Knowledge of Liverpool's communities and strategic priorities
- Strong working relationships with partners in the Liverpool City Region
- Contributing to the development of learning materials or informal training sessions

## Skills/Abilities

### Essential

- Strong project management skills with the ability to manage multiple projects at once and to tight timescales (A, I, E)
- Ability to lead and work as part of a team; to influence, motivate, challenge and negotiate, build relationships whilst also be self-motivated and use initiative (A, I, E)
- Understanding and empathy towards the enablers of movement and the barriers people face and understanding of inclusive practice and equity in sport and physical activity (A, I, E)

### Desirable

- Confident in facilitating meetings, workshops, or community engagement activities
- Talk, write and present in a way that people easily understand
- Strong organisation, coordination and project/ programme management skills
- Open minded and reflective of own and others' approaches
- Create and share a vision for peoples' lives, places and projects

- Application of the essential skills in the physical activity, active travel or health sectors

## Commitment

### Essential

- Demonstrable commitment to delivering and developing programmes that have equity, inclusion, and co-production at their heart, ensuring all voices are valued and heard with a commitment to creating active, connected, and thriving communities across Liverpool (A, I, E)

### Desirable

- Willing to learn, grow, and adapt in a dynamic and evolving programme environment
- A commitment to achieving the Liverpool Active City Vision and encouraging others to share this commitment
- Occasional evening and weekend working to accommodate needs of the Events and associated partners
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

### Desirable