

Job Description

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| Job Title | People and Leadership Development Lead |
| Directorate | Neighbourhoods and Housing |
| Service Area | Merseyside Sports Partnership (MSP) |
| Grade | 6 |
| Competency Level | 2 |
| Salary | £34,314 - £38,626 |
| Job Type | Hybrid |
| Location | Cunard Building |
| Disclosure and barring service (DBS) | Not Applicable |
| Job Evaluation Ref No | A9747 |

Job Purpose

A strategic leader and connector across the Liverpool City Region system and a catalyst for change. This role will be pivotal in our Place Expansion work where we have 5 of Sport England's 80 new places. This role will help to build the capacity in individuals and organisations across the Liverpool City Region with the aim of building a 'Movement for Movement', This role will shape and build a programme of events and professional development opportunities that will support this work. This will take a systems leadership approach developing people across a wide range of organisations that make up the system at place level and at all levels. It will facilitate



and enable collaboration and learning and be committed to working with system partners nationally, regionally and locally on the shared ambitions of the 5 Places that are part of Sport England's Place Expansion work and the wider vision across Liverpool City Region.

Directly Responsible For:

Not applicable

Directly Responsible To:

Strategic Lead Place Relationships

Main Areas of Responsibility:

- Broadening the diversity of people leading and advocating across specifically the 5 places that are part of Sport England's Place Expansion programme for movement, physical activity and sport
- Supporting existing and aspiring leaders within each of the 5 places to develop the skills, relationships and knowledge they need to bring about systemic change both now and, in the future, to create the conditions needed for everyone to enjoy active lives
- Connecting and collaborating with the Active Partnership Workforce Lead so that the work is connected and joined as and where appropriate
- Build, develop and strengthen cross sector partnerships and networks across the Liverpool City Region with a particular focus on the 5 places
- Provide leadership and support to people and organisations in delivering the shared people and leadership ambitions
- Be accountable for and take responsibility for overall people and leadership budget including the Place Expansion Development Award
- Act as the main contact and link to Sport England and Active Partnership Network Team around this area of work

- Demonstrate leadership and vision in connecting people and leadership priorities into wider Active Partnership planning alongside the Workforce Lead within the Active Partnership
- Ensure the work is guided and informed by evidence, data and insight to support the development of people and leaders in encouraging communities and individuals to move more in the 5 Place Expansion places
- Evaluate the impact and value of the people and leadership work, capturing the learning, sharing good practice and advocating the benefits of an active lifestyle
- Be able to represent the sector / advocate for it strategically as a key part of the Place-Based work
- Convene and facilitate at a variety of levels as well as be able to operate at a variety of levels
- Deliver sessions and courses as and where appropriate and required according to the programme needs
- Connecting with other Leadership Programmes that sit across the Voluntary, NHS sectors and others that sit across the Liverpool City Region that are all focused on tackling inequalities – ensuring that our learning from this work is shared across multiple sectors and layers of the system
- Developing a programme of events and opportunities as needed and required to support the work, e.g. narrative and story-telling, active by-stander, bring key systems thinkers and people who have delivered system change to help to influence the strategic layers of the system
- Be able to deliver a compelling narrative about the importance of leadership development to the sport and physical activity sector and be skilled enough to be able to influence those not bought in to its importance

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

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:

- You will be required to sit stationary and use a laptop for sustained periods of time

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 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

- Educated to HND (or equivalent) or appropriate relevant experience (A)
- Evidence of continuing professional development (A)

Desirable

- Educated to degree level or equivalent

Experience

Essential

- Significant experience of leading and managing people, teams and partnerships with a focus on achieving systemic change (A, I)
- Sufficient experience of working with organisations locally and nationally connected to movement, physical activity and sport particularly in relation to diversity, inclusion and tackling inequalities (A, I)
- Sufficient experience of working in collaboration with strategic partners and building relationships, in particular negotiating and influencing at a senior level (A, I)
- Sufficient experience of resource and project management, including budgeting, procurement and stakeholder management (A, I)

Desirable

- Sufficient experience of using monitoring, evaluation and learning techniques to develop and improve strategy and implementation plans, demonstrating positive impact and improvement
- An understanding of Sport England’s strategy “Uniting the Movement” and their Place Partnership working
- Experience of applying robust governance processes, such as Tier 3 Sport England Governance Requirements

Skills/Abilities

Essential

- Excellent communication and interpersonal skills with the ability to deliver a compelling narrative (A, I)
- Strong facilitation skills with the ability to engage people at various levels through complex conversations (A, I)
- The ability to develop strong relationships with internal and external stakeholders, team members and customers – in order to negotiate, influence and persuade others (A, I)
- The capacity to work at all levels with a range of organisations (A, I)
- Excellent personal organisation skills, including prioritising work and meeting deadlines (A, I)
- The ability to measure, evaluate and learn from both successes and failures (A, I)
- Energetic and enthusiastic personality, able to cope with unexpected and stressful situations (A, I)

Desirable

- An understanding of system working and how to influence whole system change and thinking
- The ability to think dynamically, produce new ideas and articulate thoughts both verbally and in written form
- A comprehensive understanding of IT, including the use of Microsoft Office, Google Workspace and other applications

Commitment

Essential

- Ability to understand and demonstrate a commitment to equality and diversity (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 and those of MSP

Other

Essential

- Willingness to frequently travel outside of office hours to attend meetings, conferences, networking events etc (A)