

**Activity Alliance Strategic Partnership Advisor**

**Directly responsible to: Partnerships Team Manager**

**Salary Range: £30,100**

**Location: Remotely located as required**

**Role purpose**

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| Your purpose is to lead, partner, and collaborate with multiple stakeholders to improve the delivery of sport and activity opportunities for disabled people. You will provide strategic support to organisations across many sectors to ensure that disabled people are prioritised in sport and activity locally and nationally. This includes advising on all aspects of embedding inclusion into organisations and driving attitude change in society. You will actively grow Activity Alliance’s membership base to strengthen our advocacy work and enable the organisation to be the leading voice for disabled people in sport and activity. Your role will contribute significantly to Activity Alliance’s ability to achieve its vision and strategic organisational goals. |

**Key responsibilities**

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| **Relationship building, collaborative and partnership working*** To take responsibility, lead and coordinate activities within the partnerships team and across the organisation at local and a national level based on the Partnerships Team work plan.
* Build and maintain strong, effective working relationships with key strategic partners at all levels in sport and activity enabling Activity Alliance to achieve its objectives.
* Work with the non-sport sector organisations in prioritising disabled people and develop more accessible sport and activity opportunities.
* To improve partnership working and cross sector collaborations between organisations including Disabled People User Led organisations and networks locally and nationally.
* To support NDSOs/NDSPAN members to increase their reach and impact.

**Providing advice and consultancy*** Provide leadership, support, and advice to organisations and strategic partners on embedding inclusive practice to disabled people in sport and activity.
* Facilitate and share knowledge on current insight, information and resources with key strategic partners to improve their impact, the way they plan, manage and deliver sport and activity for disabled people.
* Develop and improve the professional and volunteering workforce in becoming confident and competent in work with disabled people and provide inclusive opportunities.
* Support organisations in sport and activity to embed inclusive practice using an “improvement journey process”. This process is linked to mainstream improvement and governance programmes (Quest, Good to Great, Equality standards, A Code for Sports Governance)
* Engage with external forums and networks to advocate for and champion fairness for disabled people in sport and activity.

**Operational effectiveness*** Develop a thorough understanding of the local landscape (sport & activity and non -sports sectors) and use this understanding to bring together, share knowledge and identify potential collaboration opportunities for cross sector collaboration and delivery.
* Work effectively with colleagues across the organisation to deliver the Partnerships Team work programme.
* To encourage collaborative working and partnerships between identified partners to avoid duplication and maximise investment.
* To focus on continuous improvement of our working practice and ensure the most appropriate and cost-effective delivery method is used for all activities e.g. virtual events and face-to- face events.

**Monitoring and Evaluation*** Develop, facilitate, and promote opportunities for local and national organisations to share better practice and encourage partnership working. Where possible evidence and demonstrate the impact, such opportunities have on organisational improvement and disabled people’s participation in sport and activity.
* Provide Sport England funded organisations and programmes advice, support services, resources, toolkits and research on embedding inclusive practice.
* Contribute and support the development of measures to monitor disabled people’s participation in sport and activity.
* Regularly record the impact of your work using Activity Alliance customer relations system and other collection methods. Provide evidence of the partnerships team impact for funders, Activity Senior management team and our executive board.
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**Person Specification**

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| **Key Behaviours*** Collaborative and consultative
* Self-motivated and driven
* Passionate about diversity and inclusion
* Positive, creative and innovative
* Able to influence others
* Aligned with organisational values
* Able to embrace change and comfortable in a dynamic environment
* Able to work independently as well as part of a wider team
* Performance orientated, accepting responsibility for key objectives
* Able to seek solutions to challenging issues
* Honest and treats people with respect
* Adheres to policies and demonstrates loyalty to the company
* Committed to providing an excellent quality of service
* Committed to making a real difference
* Excellent time management

**Essential criteria*** Proven experience of strategic development work experience within the voluntary, health care,

social care or sport and activity sector. * Proven experience of stakeholder management at a national, regional, and local level.
* Experience of understanding disability and/or policy and practice.
* Knowledge and experience of engaging the disability sector and/or sport and activity sector.
* Good English language skills and experience of report writing.
* Excellent oral and written presentation skills.
* Excellent communication and interpersonal skills to build strong partnerships.
* The ability to analyse research/insight and apply this into practice to help with embedding

inclusive practice across organisations and sectors. * Strong planning skills, thoroughly organised and able to prioritise work to meet tight deadlines.
* Computer literate, including the use of MS Office products, Teams, Outlook, Word Excel and PowerPoint.
* Able to lead and facilitate meetings.

**Desirable criteria*** Understanding of inclusive and accessible communication and applying this to your work, particularly within written documents and presentations.
* Experience and knowledge of conducting meetings/webinars via MS Teams and Zoom.
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**Contribution to the Work of Activity Alliance**

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| * Demonstrate our organisational values and behaviours in everything you do.
* Undertake any other duties as required by the line manager or Chief Executive that are

commensurate with the role.* Work effectively with colleagues in other teams to achieve key organisational objectives.
* Actively transfer areas of expertise and knowledge with colleagues to support staff development and working processes.
* Maintain awareness of key issues, reports, announcements, and legislation on the development of sport and leisure for disabled people. When required, take up internal and external training and development opportunities to support this.
* Prepare reports and briefing papers as required for consideration at Activity Alliance meetings including Executive Board meetings.
* Comply with organisational policies and processes including the Staff Handbook, Equal Opportunities Policy and Code of Conduct.
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**Other requirements of role**

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| Ability to travel independently and willing to work away from normal place of work as required. The post holder will need the flexibility to work unsocial hours including evenings and weekends on occasion. |

**Equality and diversity**

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| Activity Alliance is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All employees are expected to understand and promote the Activity Alliance Equal Opportunities Policy in the course of their work. All Activity Alliance staff are required to actively promote, influence, and encourage the empowerment of disabled people within sport and activity |