

## Job Description

<b>Job Title</b>	Place Partnership Programme Local Support Assistant - (Physical Activity)
<b>Grade</b>	E
<b>Reporting To</b>	Place Partnership Programme Lead - Physical Activity
<b>JD Ref</b>	CS&CE00114G

### Purpose

The postholder will provide comprehensive administrative, operational, and financial support to the Wirral place partnership delivery team, enabling the effective coordination, delivery, and reporting of the Sport England place partnership programme. The role will support day-to-day programme management, partnership working, and governance arrangements, ensuring accurate records, timely reporting, and smooth operational processes that contribute to the successful delivery of a place-based, system-wide approach to improving physical activity and reducing inequalities.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### Programme Management:

- Support the Programme Lead in delivering the Place Partnership Full workplan, maintain and monitor the programme delivery tracker and management of risks.
- Coordinate meetings, note-taking, agenda setting, and record management for governance and workstream groups.
- Provide budget tracking and finance administration in collaboration with internal finance colleagues.
- Manage document storage, digital platforms (e.g., SharePoint/Microsoft Teams), and ensure outputs are uploaded and accessible.
- Project manage, lead logistics and administration for community engagement events and partner workshops.
- Collate and produce summary reports for internal and external stakeholders including funding partners. In particular the project management of the programmes annual report.
- Manage all resources relating to Wirral's Leadership Programme.
- Ensure alignment between the Development Award and wider Wirral strategies, such as the Health and Wellbeing strategy.

## Community and Stakeholder Engagement:

- Act as the primary point of contact for internal and external stakeholders and partners, responding in a timely and professional manner.
- Coordinate communications between partners, legal teams, and funders to ensure clarity, consistency, and timely information sharing.
- Provide administrative and logistical support for partnership meetings and events, including scheduling, coordination, and follow-up actions.
- Support the coordination and delivery of community- and partner-led marketing and communications activity to promote programme objectives and engagement.

## Delivery of Sport England Place Partnership programme in Wirral

- Support and project manage the development of a Full Award application to Sport England's Place Partnership Programme, working with partners to achieve submission within 12 months.

## Financial and Compliance:

- Assist in monitoring budgets, funding agreements, and financial reporting requirements.
- Liaise with finance and legal teams to ensure compliance with funding conditions.
- Maintain a clear audit trail of all financial and contractual documentation and ensure spend is compliant with Sport England and Wirral Council financial procedures
- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- Develop and maintain administrative systems that support programme delivery.

## Other:

- Any other duties commensurate with the grade.
- Represent the programme at local, regional and national forums when required.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- Numeracy and Literacy (GCSE level or equivalent) or equivalent experience

*Desirable -*

- *Advanced qualifications, for example IT, databases and software. NVQ Level 2/3 Business Administration / Customer Care or equivalent training/qualification in administration, finance and budget management.*
- *Lived experience of communities facing health inequalities.*
- *Experience working with Sport England or similar funding bodies.*



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL

## Knowledge & Skills

Excellent organisational skills and attention to detail.

Ability to manage and prioritise multiple tasks and deadlines.

Competent with Microsoft Office, particularly Excel and SharePoint.

Confident in marketing and communications, particularly digital media and digital content creation

Excellent financial management skills

Data protection, working with sensitive data and information sharing protocols.

Excellent numeracy, literacy, I.T. and communication skills (including keyboard skills)

Knowledge of Health and Safety at work principles

Ability to work in partnership and develop trust, respect and cooperation across a broad spectrum of partners.

Ability to converse effectively orally and in writing with colleagues, agencies and members of the public and provide clear advice.

Good time management and ability to prioritise workload to meet the demands of the programme

Knowledge of Sport England's investment principles and funding programmes.

*Desirable -*

- *Knowledge of the sport, physical activity, or health sectors, particularly in relation to place-based working*
- *Familiarity with Sport England's funding guidelines*

## Experience

- Previous experience in project or programme management involving multiple stakeholders
- Experience using project management tools (e.g., Microsoft Planner, PowerBI, Miro).
- Working with public sector systems or funding programmes.

*Desirable -*

- *Good understanding of Confidentiality.*
- *Deal with listening to and taking down details about complex and sometimes distressing situations whilst remaining professional in approach*



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## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from multiple locations

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Commitment to equity, inclusion, and place-based approaches.

Subject to DBS check.

### Health & Safety Considerations:

- Working outside
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Sarah Robertson, Active Wellbeing and Partnership Manager**

**Date Of Approval: 02/06/26**



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