



Active
Lancashire

Role profile

Place Manager



Role profile

Post

Place Manager

Salary

NJC Scale 29 to 32 (£39,862 to £42,839)

Location

Hybrid working, combination of remote working from home, working from designated base (Leyland) and significant time in identified priority places across Lancashire linked to the role.

Reporting to

Operations Manager

Contract

Full time - 5 days per week (37 hours) Fixed Term until 31st March 2028.

Benefits

Flexible working hours; free parking (Leyland office); access to SMART Pension Scheme; 33 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave and Wellbeing Day; regular wellbeing activities, wellbeing hour and team development activities; A commitment to your professional development

About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

Our strategy – A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. Our strategy was refreshed in May 2025, more detail regarding the strategy can be found [here](#).



Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

Working Together



We drive partnerships and work collaboratively

Everyone counts



We value, respect and appreciate every voice

Forward Thinking



We are innovative, bold and strive to improve

Influencing change



Inspire others to change behaviours and improve lives

Passion



We are passionate about what we do and care how we do it

People first



People are at heart of everything we do

The role

This role is a key member of a team of Place Managers, supporting Active Lancashire's work across the communities of Lancashire and being an integral part of our work with Sport England. The role will have two aspects that are both centred around place-based working and supporting the communities of Lancashire to move more. One aspect of the role will be to support the delivery of Active Lancashire's Place Universal Offer, working closely with identified communities to remove barriers and identify enablers for change to support people to have the opportunity to move more. The second part of the role will be to support the Multi-Sport Strategic Fund in Lancashire, working with several identified sites to increase accessibility and usage by under-represented groups.

Both parts of the role will require an in-depth understanding of the identified places and their communities, using both data and through the development of trusted relationships with key stakeholders and members of the community. This understanding of place will allow the Place Manager to identify the most appropriate ways Active Lancashire can support the place, the stakeholders and residents there to create more opportunities for people to move. The postholder will play the role of facilitator, convenor and supporter to allow the identified places and sites to shape the work and meet the needs of the local communities relating to physical activity. The role is dedicated to tackling inequalities in the Lancashire communities that need it most, especially within our coastal towns and Pennine areas.

The postholder will have excellent interpersonal skills with the ability to develop high quality and trusting relationships across the place. Key attributes for the role are the ability to build strong sustainable relationships, listen, and to motivate and enthuse key stakeholders and partners. The postholder will have a knowledge and understanding of the challenges and barriers faced by different sections of the community when trying to become more active.

It will be important for the role to work closely with other team members across Lancashire working on a variety of projects at a place level and to work closely with Sport England Place Partnerships and other public investment projects to maximise the benefit to communities.

Upholding the company's values at all times will be key to successful delivery of this role. Working together, everyone counts and people first will be particularly important to ensure the role makes the required contribution to Active Lancashire achieving its strategic objectives.

Responsibilities

Place-based Working

- Use data and insight to develop a clear understanding of identified priority places and the needs in that place
- Work closely with key stakeholders, partners and community to develop high quality, sustainable relationships to facilitate collaborative working to develop opportunities in the place
- Adopt a person-centred and community centred approach across all place-based working. Play the role of facilitator, convenor and supporter to allow places to shape the work and approaches in them
- Support identified places to develop plans and allocate resource to bring about system change that will provide communities with opportunities to move more
- Seek to influence key local organisations, such as the local authority, health and education to position physical activity as a key part of local policies and planning
- Work with team members to ensure the delivery of Active Lancashire projects is coordinated and that they work to complement and enhance other projects / work in the place
- Raise awareness of all aspects of the work of Active Lancashire with key local partners and where appropriate looking to secure opportunities to develop the organisation

Management of Resources

- Management of any allocated budgets as required

Multi-Sport Strategic Fund

- Work with stakeholders and communities to increase the accessibility and usage of identified sites by groups experiencing inequalities in terms of opportunities to be physically active
- Provide opportunities for places to learn from each other by creating time and space for them to come together
- Influence facility operators regarding the importance of community engagement and accessibility for members of the community in which they are located
- Develop skills, capability and capacity within identified communities to support the engagement and involvement of local communities
- Work with other members of the Active Lancashire team, particularly those working with communities experiencing inequalities, to join up opportunities where appropriate
- Look to work with and compliment other public investments into community to enhance the multi-sport work and engagement with communities

Development of the Business

- Contribute to the delivery of the organisational implementation plan, taking responsibility for specific areas that directly link to the role
- Contribute to the organisations business development by identifying gaps and opportunities for the organisation within your allocated work area
- Adopt a person-centred and community centred approach across all areas of work

Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

| Selection criteria | Requirement |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Qualifications and training | |
| HND, Degree standard qualification or equivalent in a relevant subject | E |
| Leadership or Management qualification | D |
| Evidence of continuous training and development | D |
| Experience | |
| Experience of facilitating, developing and leading new partnership relationships in complex situations and supporting them to succeed | E |
| A minimum of 2 years' experience in a relationship management or community development role | E |
| Experience of leading and managing projects / new initiatives | E |
| Experience in galvanising wide stakeholder engagement | E |
| Experience of working with leisure or community facilities | D |
| Skills, knowledge and attributes | |
| Understanding of the County landscape for sport and physical activity and the relevant delivery structures, including Local Government, Health, Education, Sport England and the voluntary sector | E |
| Evidence of high-level interpersonal skills and professional insight, which can be applied to a variety of situations. | E |
| Ability to enthuse, motivate and build strong, sustainable relationships with partners and communities | E |
| Evidence of ability to effectively listen, communicate, co-ordinate and negotiate positive outcomes | E |
| Robust planning, problem-solving and decision-making skill | E |
| Knowledge of Equality, Diversity and Inclusion | E |
| A knowledge and understanding of the barriers and enablers for groups experiencing inequalities in terms of accessibility to opportunities to be physically active | E |
| A knowledge and understanding of the health profile of Lancashire | D |
| An understanding of Trauma Informed Approach | D |



Location

This role involves Hybrid working, with a combination of remote working from home and working from the main Active Lancashire Office in Leyland at least one day per week. Regular travel around Lancashire will be required with occasional national travel.

We are reviewing our longer-term way of working while these arrangements are in place, and anticipate maintaining a flexible and agile approach going forward. Homeworking risk assessments are carried out for all employees working from home.

Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to jobs@activelancashire.org.uk or apply via the website at www.activelancashire.org.uk.

If you would like an informal discussion about the role, please contact Mark Stephenson (Operations Manager) on 07447 539174

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy](#) | [Active Lancashire](#)

Closing date

Sunday 12th April 2026

First stage interviews

Wednesday 22nd April

All successful candidates will have been contacted by 16/04/26. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

