



Active  
Lancashire



Change  
Grow  
Live

*inspire*

# Role profile

## CGL Project Lead – NORTH AREA



# Role profile

## Post

CGL Project Lead - North

## Salary

SCP 19-22 (£32,061 - £33,699)

## Location

Role - North

## Reporting to

Operations Manager

## Contract

37 hours, full time, permanent subject to external funding.

\*Subject to Enhanced DBS Clearance - see below on closing date information\*

## Benefits

Flexible working hours; free parking (Leyland office); access to Pension Scheme; 33 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave; 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 42 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. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [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

To lead the delivery of the New CGL Project from February 2026, including the day to day running of the contract, within one of the focus areas of Lancashire. The Project lead will build networks and partnerships across the area in particular those linked with the Recovery Community, which will give participants the support they need towards improving and maintaining their physical & mental wellbeing.

The Project lead will work closely as part of a Project leads team, along with the Operations Manager to deliver on New CGL Contract. The Post holder will be instrumental in providing a smooth communication link between Active Lancashire and local stakeholder partners, to meet the Physical Activity needs of the geographical area to support the maintenance pathway, of participants in recovery. This post will have responsibility for a number of Active Recovery Support Workers x 2, volunteers and casual deliverers whilst supporting and growing the network of partners locally. In addition, the post will help and support participants access training. Utilising funding/delivery budget that has been secured. The post will also develop a programme of health and wellbeing activities which will meet the needs of people engaged through the CGL contract based on the needs and gaps in the area. The post-holder will work closely with the Operations Manager and the wider Place Managers to ensure the smooth running of activities, collection of monitoring information and showcasing impact in the place.

Working with the Research and Insight Officer to ensure all information has been gathered and input on the portal for the accurate completion of evaluation paperwork, quarterly reports and outcome measures for the contract.

# Responsibilities

## Partnerships & Strategic support

- Promote strong links to Local Partners and wider system partners/networks
- Attend and represent Active Lancashire & Active Recovery at local networks and meetings
- Attend or support other team members to be at key strategic meetings e.g. Health & Wellbeing Board.
- Support the development of Place partnerships and leadership training.
- Work closely with the Operations Manager to ensure budgets are delivered successfully.

## Supporting local people to be Physically Active

- To support the team to source appropriate physical activity opportunities and promote them to participants of the Active Recovery project & wider place-based work.
- To engage with project participants and encourage them to get involved in activities and take up a more active lifestyle.
- High quality and Safe, Health and Wellbeing activities are well organised and meet participant need.
- Work to develop and/or contribute to local partners who promote physical activity for local people ensuring sustainability of participation.
- Be a key contact into the development of key local assets
- Directly Deliver Activities as part of the Active Recovery Programme where needed
- Deliver Local Events E.g. Old Skool Sports Days
- Support the CGL Work to integrate into wider Active Lancashire Programmes and support teams.
- Use a Trauma Informed approach to deliver high quality services.
- Follow robust Safeguarding and Welfare Processes.

## Project responsibilities

- Identification, Mentor and Develop support staff and volunteers/casuals
- Lead a key theme as part of the CSI team e.g. Volunteering, Safeguarding etc
- Mentor the team and support them alongside the Operations Manager
- Work with the Place managers & Operations Manager to support the programme and make a contribution to the AL Strategy.
- Ensure learning, monitoring and evaluation is carried out and submitted working with the R & I Team.
- Contribute to the development of further Active Recovery Opportunities and other Active Lancashire related projects.



# Person specification

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

Selection criteria	Requirement
<b>Qualifications and training</b>	
Relevant CPD training related to Working with People in Recovery	E
<b>Experience</b>	
Experience of networking and developing links to external organisations.	E
Experience of working to achieve agreed outputs and outcomes & reporting impact	E
Experience of supporting those who are currently inactive or looking to access support to become physically active	E
Planning and delivery of events & networking opportunities	E
Marketing /promotion e.g. social media, CANVA	D
Experience of supporting those with social, emotional and/or health barriers	E
Experience of delivering wellbeing/health related programmes	D
Experience of working with Recovery Organisations and wider community partners	D
<b>Skills, knowledge and attributes</b>	
Local knowledge of Area insight on local partners/systems	D
Adept organisational and interpersonal skills.	E
Able to work as part of a team, and development of Staff and Volunteers to the Active Lancashire Processes	E
Ability to meet agreed personal and team targets and deadlines.	E
A commitment to continuous self- development.	E
Excellent communication skills and sound knowledge of social media.	E
Level 2 or equivalent qualification in I.T	D
Valid driving licence /access to effective means of transport/Active Travel.	E



# Location

Based in one Geographical Area

Role – North (Areas incl Lancaster/Morecambe and Wyre/Fylde)

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. Please indicate any preferred area in your application.

## Application process

To apply,

**Internal:** EOI cover letter (of not more than two pages), explaining clearly why you are interested in the role and suited to it (based on the person specification). Please indicate which Geographical roles you would be interested in.

**External:** please submit a CV and cover letter (of not more than two pages), explaining clearly why you are interested in the role and suited to it (based on the person specification),

Alternative to a cover letter, you may submit a 3 min (Max) video

**Please indicate if you have a preference for an Area.**

Send to: [jobs@activelancashire.org.uk](mailto:jobs@activelancashire.org.uk)

If you would like an informal discussion about the role, please contact Darren Wright Director of Communities ([dwright@activelancashire.org.uk](mailto:dwright@activelancashire.org.uk))

**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 Currently Open**

**First stage interviews**

**TBC**

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.

\*We welcome applications from those with Lived Experience of the Criminal Justice System; however our work involves Regulated Activity, it is a criminal offence for anyone on the Adult's or Children's Barred List to apply for these roles. \*

You will need an Enhanced DBS, and applicants with a Sexual Offending, Domestic Violence or Domestic Abuse conviction or caution will not be considered for the role. Any other convictions can be discussed in order for us to complete a Risk Assessment.

