Active lifestyles lead – South West

Job description & person specification

Sense single salary point:	£35042
Location:	South West – home-based working

About Sense

Every disabled person should have the opportunity to connect with others and be included in the world. Which is why we're here, in people's homes, centres and communities, focusing on the things a person can do, not what they can't. We celebrate the moments of connection that bring more joy to life. Together, we always find a way, no matter how many barriers a person might face.

Sense is a leading disability charity, here to break down barriers alongside disabled people with complex needs. We use our knowledge and expertise to deliver personalised, creative and flexible support at every stage of life. Together, we drive change, building a future where everyone has the power, choice and control to live the lives we choose.

Our values

Our values shape the way we behave and work alongside disabled people with complex needs to break down barriers.

- We're creating change
- We're always learning
- We're better together

About the role

- The Active Lifestyles Lead – South West is responsible for ensuring the effective implementation of Sense Active projects across Bristol (primary focus), Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire.
- We are looking for someone who has previous project coordination experience, particularly in setting up new activities, and who can build strong partnerships.
- The role requires connecting and communicating with a team who work remotely across the country, so the ability to work as a team and independently is key.

Key responsibilities

Delivery

- Coordinate the delivery of the Sense Active programme across Bristol (primary focus), Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire, organising virtual and face-to-face activities for people with complex disabilities.
- Lead the recruitment of participants with complex disabilities into the programme in line with KPIs, both from within Sense services and in the local community.
- Monitor the regional expenditure in line with agreed budgets, providing feedback and reports as necessary.
- Develop new opportunities for participation by regularly gathering feedback from participants. Ensure involvement in developing/co-designing the programme where relevant, and to meet the needs of those taking part.
- Develop sustainable opportunities for the programme through establishing partnerships, identifying workforce development needs, exit routes, and income generation.

Relationship Management / Communication

- Develop local partnerships with providers and facilities across the region, who can host and deliver activities.

- Develop local partnerships with Health and Social Care organisations, Local Authorities, Schools, Colleges, and community groups to create referral pathways into the Sense Active programme.
- Develop local partnerships with NGBs and Active Partnerships to support the implementation of the Sense Active programme.

Monitoring & Evaluation

- Monitor the programme effectively including collecting participant sign-up forms and attendance records.
- Evidence the impact of the programme by using evaluation various tools to collect data, personal stories, pictures, and videos, and developing case studies.
- Complete stakeholder consultation through a combination of questionnaires, focus groups, informal discussions, and any other appropriate methods.
- Keep sign up forms and registers of attendees and pass on to the Active Deputy Head in line with agreed session delivery.

Workforce Development

- Coordinate and deliver continuous professional development workshops for people working within the sports sector.
- Support care staff to develop their skills when working with a participant in a sports setting, through signposting to training opportunities and disseminating guidance and resources.
- Contribute to the development of resources and toolkits which support people with complex disabilities to become more active.

Other

- Assist the Sense Active team in the development and delivery of summits, conferences and events for the Sports and Health & Social Care sectors.

- Actively promote the awareness of Equal Opportunities policies in all aspects of their employment.
- Promote communication and person-centered planning at all times.
- Carry out any other duties as reasonably requested by the Active Deputy Head, relevant to the objectives of the post.
- Promote and uphold Sense's values through personal example and working practices.

Person specification

- A proven track record as developing and recruiting people to community-based programmes.
- Proven experience of developing successful partnerships to deliver community-based programmes, meeting agreed targets.
- Experience of monitoring and evaluating the impact of community-based programmes, whilst implementing measures to ensure programme sustainability.
- Experience of working effectively on a remote basis, and as part of a team.
- Knowledge of procedures and Health and Safety issues relating to sport and physical activity.
- A willingness to travel regularly across the South West of England as required, occasionally on a national basis including overnight stays.
- Good time management with an ability to manage workloads, set priorities and meet strict deadlines.
- Excellent communication, interpersonal and presentation skills and the ability to use diplomacy at all levels.
- Problem solving skills, proactive and forward thinking.
- A demonstrable commitment to enabling an inclusive and diverse workforce to reflect our community.

- A commitment to people with complex communication and Sense's vision and values; a willingness to learn how to communicate with people with complex communication and identify the barriers to their participation in all aspects of Sense's work.
- Able to comply with the principles of GDPR and maintain confidentiality at all times.
- Excellent standard of literacy and numeracy.
- Excellent level of IT literacy.
- Evidence of own continuing professional development.

Other information

- This job description does not form part of the employment contract.

November 2026