



Project Coordinator

Active Birmingham
(Birmingham Place Partnership)

Closing date for applications:
5th June 2026, 5pm

REGISTERED
CHARITY NUMBER
1155171

REGISTERED
COMPANY NUMBER
08177159

Who we are

Sport Birmingham is here to make a positive difference to people's lives through sport and physical activity.

We are the city's strategic sports & physical activity partnership, working as a leading charity to join up policy and investment with delivery partners who bring inclusive and accessible sport and physical activity to communities.

We provide leadership and support through insight, knowledge and expertise to anyone in Birmingham working towards our vision of a more active city and a healthier place to live, learn, work and play. We tackle inequalities by working where the need is greatest.

Sport Birmingham was established in 2014 as an independent company and registered charity, forming from the previous sports partnership hosted through Birmingham City Council.

We remain part of a national network of 43 'Active Partnerships' and have established ourselves as the leading strategic partnership for sport and physical activity in the region, underpinned by strong governance and enhanced by effective partnership work and support for the delivery network of community sport and physical activity.

To learn more about our current strategy and our work across the city, [click here](#).

Sport Birmingham are the accountable body for the Place Deepening Investment, operating in partnership with the Birmingham Place Partnership.

Further details regarding our work with Active Birmingham and the specific responsibilities of this role can be found below.





**Sport
Birmingham**

Our Mission

A more Active
Birmingham

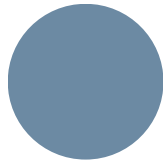
Our Vision

Uniting Birmingham
to improve lives
through physical
activity and sport

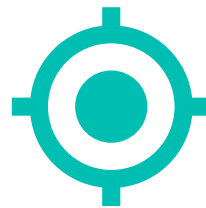
Our Values



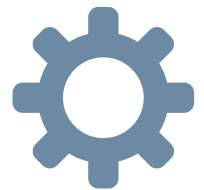
Collaborative



Inclusive



Ambitious



Purposeful

Our Priorities

We tackle inequalities by working where the need is greatest.



Improve physical
and mental
wellbeing



Develop skills
confidence and
resilience in people



Connect
communities
and bring
people together



Influence
integrate and
connect the
system



Tackle
inequalities by
removing or
reducing
barriers

What is Active Birmingham?

Active Birmingham is a partnership body working collaboratively to create lasting change within the communities that need it most to ensure that more people can live active and healthier lives for longer. Through Sport England's 'Place Partnership' investment programme, Birmingham has successfully secured significant investment to target resources and efforts on communities that need the greatest levels of support and experience the greatest levels of inequality. This approach has evolved from the former Local Delivery Pilot programme and the Commonwealth Games Active Communities programme.

The initiative is closely aligned with Birmingham City Council's 'Creating an Active Birmingham Strategy' and the new Sport Strategy, while also integrating with broader system-wide approaches currently being implemented across the city.

Strategic Vision & Mission

The strategic objectives of the Place Deepening initiative are:

- **Reducing health inequalities:** Address disparities through targeted, holistic community-led interventions.
- **Decreasing inactivity & increasing physical activity:** Implement innovative and accessible pathways to increase active lifestyles.
- **Children, Young People, and Families:** Prioritise creating inclusive, safe, and engaging environments fostering lifelong active habits.

The impact of the Place Deepening initiative is anticipated to extend far beyond immediate health improvements. Expected outcomes include:

- Reduction in inactivity levels across targeted communities.
- Improved health outcomes, especially among populations experiencing the highest inequalities.
- Increased resilience and social cohesion within communities, reducing isolation and improving mental wellbeing.
- Enhanced systems integration, embedding physical activity within broader public health and community frameworks; these have been identified as 5 systems – Health, Education, Jobs & Skills, Active Environments, and Communities.



You can find out more about Active Birmingham at our dedicated landing page [here](#)

Job Specification

Job Title: Project Coordinator - Active Birmingham
(Birmingham Place Partnership)

Reporting to: Head of Place

Salary: £28,962-£30,000 FTE (based off 37.5 hours)

Contract: Fixed term contract until 31st March 2028

Host / Location: Sport Birmingham (The Accountable Body) will be the host employer for this role other than in the case of an applicant from a Partner Organisation being successful, and that organisation wishing to continue their employment; a secondment would be another alternative option. The office is in central Birmingham (and operates a hybrid working policy), but travel and work location will be flexible according to need, including some working days spent at some partner office locations each month.



Our Commitment to being an Inclusive Employer

We encourage applications from people of all backgrounds, communities and industries, and are committed to building a team that reflects a diverse range of skills, experiences and perspectives. We are dedicated to promoting equality, diversity and inclusion across our workforce and in all opportunities provided by Sport Birmingham.

We value lived experience as an essential part of who we are as a team and how we work with others. The insight, understanding and perspectives that come from people's own experiences strengthen our organisation internally and help us build more meaningful, inclusive relationships in our external work. We want everyone who works with us to feel safe, respected and able to be their true self, knowing that their voice, identity and experiences are welcomed and valued.

To find out more about working at Sport Birmingham and the benefits we offer click [here](#)

Job Purpose

The Project Co-ordinator plays a key role in supporting the co-ordination, communication and ongoing development of the Birmingham Place Partnership and Sport England Place Deepening work across Birmingham.

The role is responsible for supporting effective programme delivery, partnership co-ordination, governance processes, stakeholder communication, and monitoring, evaluation and learning (MEL) activity across the programme. Working closely with local partners, communities and stakeholders, the postholder will help ensure activity is co-ordinated, transparent, insight-led and aligned to the wider ambitions of tackling inequalities through sport, physical activity and community development.

Alongside programme co-ordination responsibilities, the role will support the development and delivery of communications, storytelling and engagement activity that captures learning, amplifies community voice, and showcases the impact and development of the Birmingham Place Partnership locally and nationally.

The successful candidate will help maintain strong partnership working across organisations and sectors, support collaborative ways of working, and contribute to building the visibility, connectivity and long-term development of the Birmingham Place Partnership approach.



Key Duties & Responsibilities

Programme Co-ordination & Partnership Support

- Co-ordinate programme activity across the Birmingham Place Partnership, supporting delivery against agreed priorities, timelines and outcomes.
- Support the planning and co-ordination of meetings, workshops and partnership activity, including agendas, actions, documentation and follow-up.
- Maintain effective project documentation including plans, risk logs, action trackers, governance records and reporting processes.
- Support communication and co-ordination across partners, ensuring clear information flow and strong collaborative working relationships.
- Assist with the co-ordination of commissioning, procurement and due diligence processes, ensuring fairness, transparency and alignment to partnership values.

Governance, Learning & Insight

- Support governance and compliance processes across the programme, ensuring accurate record keeping and adherence to organisational and partnership requirements.
- Contribute to monitoring, evaluation and learning (MEL) activity, including gathering insight, supporting reporting processes, and helping capture emerging learning and impact.
- Support reflective learning approaches across the partnership, helping identify opportunities for improvement, innovation and shared learning.
- Assist in the preparation of reports, briefings and presentations for internal and external stakeholders.

Communications, Storytelling & Engagement

- Support the development and delivery of communications and engagement activity that raises the profile of the Birmingham Place Partnership and its impact across Birmingham.
- Create and coordinate engaging written and digital content including case studies, stories, newsletters, presentations, website content and social media activity.
- Work with partners and communities to capture authentic stories, insight and learning that reflect the experiences of local residents and organisations.
- Help maintain consistent messaging and communications aligned to the Birmingham Place Partnership vision, values and wider Sport England Place ambitions.
- Support the coordination of content, campaigns, events and engagement opportunities across digital and in-person platforms.
- Monitor communications and engagement activity to help understand reach, effectiveness and opportunities for improvement.

Person Specification

Experience & Knowledge

- Experience supporting projects, programmes or partnerships involving multiple stakeholders and workstreams.
- Experience co-ordinating meetings, reporting processes, governance activity or programme administration.
- Experience developing communications, engagement or storytelling content across digital and written platforms.
- Experience working collaboratively across organisations, sectors or community partnerships.
- Understanding of the role sport, physical activity and community development can play in reducing inequalities and improving outcomes.
- Experience working within place-based, community-centred or partnership-led programmes.
- Experience supporting monitoring, evaluation and learning processes.
- Experience working within public sector, charity or partnership environments.

Skills & Abilities

- Strong organisational and co-ordination skills, with the ability to manage multiple priorities and workstreams effectively.
- Excellent written and verbal communication skills, including the ability to tailor messages for different audiences.
- Ability to build positive working relationships with a wide range of stakeholders and partners.
- Ability to gather, organise and present information clearly and accurately.
- Creative and confident in developing engaging digital and written content.
- Strong attention to detail and ability to maintain accurate records and documentation.
- Ability to work independently, use initiative and respond positively within evolving environments.
- Competent in the use of Microsoft Office, digital communication platforms and content management tools.



Values & Approach

- Passionate about reducing inequalities and creating inclusive opportunities for physical activity.
- Collaborative, empathetic, and respectful of different perspectives, with a strong commitment to co-production and community empowerment.
- Outcome-driven and reflective, with a learning mindset and the ability to adapt strategies based on feedback and evidence.
- Commitment to equality, diversity, inclusion and belonging.
- Shows respect for diversity and values individual difference. Treats all people fairly and appropriately regardless of race, religious belief, gender, age, disability, sexual orientation, appearance or position.
- Ability to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity.

Recruitment & Shortlisting

We strive to ensure a fair, transparent and accessible recruitment process for all applicants and will remove identifying parts of your application and CV, such as your name until we have completed the shortlisting process.

Your Equality & Diversity Monitoring Form will be kept separate from your application and will only be used to monitor the demographics of who is applying for our roles to help us to identify any gaps.

Following the interview process we will offer feedback on how we made our decision, upon request. We value any feedback we receive from applicants on how we can make our recruitment process more inclusive.

To apply: please complete the [application form](#), the [equal opportunities form](#) and email your CV to recruitment@sportbirmingham.org

Closing date: 5th June 2026, 5pm

For any further information please contact:
Mike.Chamberlain@sportbirmingham.org or
Tom.Mcintosh@Sportbirmingham.org

Dates of Interview: Between 15th - 19th June

