



April 2025

Dear applicant,

**Development Officer (Programmes and Projects)**

Thank you for your interest in this role with Active Humber.

In response to your enquiry about the above vacancy, I am pleased to provide the following information:

- Job description and person specification
- Application form
- Information on the application process and details of our hybrid working arrangements
- Applicant privacy notice
- Equal opportunities monitoring information

Our vision for the Humber is that it is a place where everyone, every day is physically active, for themselves, their community and the planet.

As the Active Partnership for the Humber region, our purpose is to help people of all ages and backgrounds to improve their health and wellbeing by taking part in physical activity and sport.

This role offers an exciting opportunity to be part of a dynamic and passionate team, providing essential programme, project, and administrative support to ensure the smooth and efficient delivery of our initiatives. Reporting to the Chief Executive Officer, the successful candidate will play a key role in supporting the development and implementation of programmes, assisting with governance matters, and working closely with our partners and stakeholders to enhance our reach and effectiveness.

I would encourage you to visit our website, which provides a range of information about our organisation, including our vision, values, and purpose.

If you would like an informal discussion about the role, or if you have any questions, please contact me via the email address below. If you would like the application form and job pack in an alternative format, please contact us.

Finally, I look forward to receiving your application.

Yours faithfully

**David Gent**

Chief Executive Officer

[hr@activehumber.co.uk](mailto:hr@activehumber.co.uk)



## The role

Post title:	Development Officer (Programmes and Projects)
Reporting to:	Director of Development
Responsible for:	n/a
Hours:	37 hours per week (full time post)
Contract:	Permanent
Starting salary:	£24,308
Location:	Hybrid working; 1 day per week at Aura Innovation Centre, Hessle/Home working

## Hybrid working

Active Humber have adopted a hybrid working model. All of the team work predominately from home. You are required to visit our workspace at the Aura Innovation Centre at least once a week, as we hold our team meeting each Monday. You will not be able to claim travel expenses for this journey.

We will provide the necessary equipment for you to work from home and will discuss what you might require once you have been appointed.

We also recognise that working from home may not suit you, therefore we are able to provide a workspace at the Aura Innovation Centre, if this is your preferred working model.

[Aura Innovation Centre](#): Bridgehead Business Park, Meadow Road, Hull, Hessle HU13 0GD

## Benefits we offer:

Along with hybrid working, other benefits include a substantial contributory pension scheme (10% employer contribution), 25 days annual leave plus Bank Holidays, free car parking and learning, development and training opportunities.

## How to apply

Please complete an Active Humber application form. We will select candidates to interview using the information provided on the application form.

The job description and person specification outline the responsibilities of the role and the skills, experience and knowledge required of the postholder. It is important that you demonstrate how you meet the requirements detailed on the person specification in your application.

The closing date for the post is **22nd April 2025** and interviews will be held on **9th May 2025** at the Aura Centre. Please be aware that interviews will be held in-person.

Please return your completed application form to: [hr@activehumber.co.uk](mailto:hr@activehumber.co.uk)

Active Humber is an equal opportunities employer.