

# **HR & Governance Manager (Maternity Cover)**

**RISE.**

**RECRUITMENT PACK**

# ABOUT US

**Thank you for taking an interest in joining our team here at Rise.**

We're a leading health and wellbeing charity – and we're passionate about the role that physical activity can play in making a difference to the communities that need it most.

Our team of friendly experts works closely with regional partners across health, education, transport and more – to show how physical activity can tackle inequalities and help solve some of the biggest issues affecting our communities.

Rise plays a key role in:

- Providing access to employment and training
- Improving mental health
- Enhancing child development and education
- Creating healthy and sustainable places in which to live and work
- Integrating activity for health improvement, prevention and condition management
- Supporting the health and wellbeing of the workforce

We also advocate for policy change, share best practice, and provide insight, guidance and support.

Our population in the North East of England lives with significant health, social, economic and environmental inequalities.

And we know that physically inactive populations are often the most marginalised – and most likely to be adversely affected by inequalities.

**Download our 10-year strategy,**  
**Rise Together.**

**RISE.**



**Better Health**  
**at Work Award**  
Gold Award





**RISE.**

**WE TRANSFORM LIVES  
USING THE POWER OF  
PHYSICAL ACTIVITY.**

## **OUR VISION.**

**TO CREATE A HIGHER  
QUALITY OF LIFE FOR  
COMMUNITIES THAT  
NEED IT THE MOST IN  
NORTHUMBERLAND  
AND TYNE AND WEAR.**

**RISE.**

## **OUR MISSION.**

**TO ENABLE OUR SYSTEM  
PARTNERS TO SEE  
THINGS DIFFERENTLY,  
WORK SMARTER AND  
MAXIMISE THEIR  
RESULTS USING  
PHYSICAL ACTIVITY.**

## OUR VALUES.

Our values are the foundation of how we act individually and collectively as the Rise team. We will:

### CATALYSE CHANGE

We believe that change is possible and we're ready to lead the exploration.

### POSITIVELY DISRUPT

To challenge the norm and cause radical change through innovation and learning.

### COLLABORATE

Together we are greater than the sum of our parts. People make the change.

## THE ROLE

# HR & GOVERNANCE MANAGER (MATERNITY COVER)

**£35,000 - £39,000 per annum**

**FIXED TERM UNTIL 12<sup>TH</sup> JUNE 2026**

**SUBJECT TO CHANGE WITH NOTICE**

(Please note that we expect the role will start at bottom scale)

Applicants will be interested to know that Rise is currently operating a 4-day working week, with full time employees gifted one day off per week (Fridays), but still paid a full-time salary. This reduces the working hours from 37 to 30 per week, but is not a contractual entitlement. Trials have shown that a 4-day working week can reduce stress and burnout as well as levels of anxiety, fatigue and sleep issues, but productivity levels are elevated.



As part of our Hybrid Working approach, we'd like to see you at least once a week in our office space in either North Shields or Durham.

# THE ROLE

The role will take a lead role in the management of Rise's:

- a) human resource management systems, policies and procedures, including establishing, managing and improving effective recruitment, induction, probation and offboarding processes, and ensuring Rise's commitment to employee wellbeing, equality, diversity, inclusion and safeguarding permeates across the business; and
- b) governance practices and processes, ensuring compliance with Sport England's Code for Sports Governance and other regulatory matters (including health and safety, safeguarding and data protection).

## Purpose

- To provide advice and guidance for line managers in relation to HR approaches, policies and procedures.
- To provide HR and governance support to enable the successful delivery of Rise's objectives, including, inter alia, the management of the Business Support Officer (HR & Governance).
- To be the lead contact for Rise with the national Active Partnerships team in relation to Rise's Sport Welfare Managers, and undertake their day-to-day line management, providing them with support, guidance and challenge.
- To establish, maintain and seek to continuously improve HR and governance systems and processes, as well as control mechanisms, to support the smooth running of the organisation and ensure compliance with Rise's policies and procedures, as well as industry best practice.

# TERMS AND CONDITIONS

Salary: £35,000 - £39,000      Hours: 37 hours (30 hours during a 4-day working week)

Annual Leave: 28 days plus public holidays (please note that whilst a 4-day working week is in operation, this is reduced by 20%)

Contributory Pension Scheme: Rise offers a Defined Contribution Pension Scheme to our staff. Employee contributions are from 2%, and Rise contributes 6%.

## HOW TO APPLY

All applications must be submitted to [recruitment@risenortheast.co.uk](mailto:recruitment@risenortheast.co.uk) using the application form which is available on the [Rise North East website](#). Please note CVs will not be accepted.

For an informal discussion about the role, please contact:

David Marrin, Chief Operating Officer at Rise via email at [david.marrin@risenortheast.co.uk](mailto:david.marrin@risenortheast.co.uk)

**Closing date for applications: Sunday 10<sup>th</sup> August 2025**

**Anticipated interview date: Thursday 4th September 2025**





# EMPLOYEE BENEFITS



28 days holiday (FTE), plus Bank Holidays, (please note that whilst a 4-day working week is in operation, this is reduced by 20%)



Company sick pay (full pay for varying periods of time, depending on length of service)



Group personal pension: employer contribution of 6%



Group life assurance: three times salary (subject to insurance underwriting terms)



Flexible working, including working from home



Internal and external learning and development support



Access to a 24/7 employee assistance programme



Free eye tests and a contribution when glasses are required



Cycle to work scheme: saving on purchases of bikes and bike equipment through monthly salary sacrifice payments



Access to the Benefit Hub: Enjoy discounts, rewards and perks on thousands of the brands you love in a variety of categories



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# EQUALITY, DIVERSITY AND INCLUSION

We recognise that we live in a diverse society and that some groups of people do not have equal access to sport and physical activity, and this is something we are committed to challenging and addressing.

We want to tackle the inequalities that exist, promoting and enabling equal access to sport and physical activity and supporting under-represented individuals, groups and communities be able to take part, and to feel comfortable doing so in whatever activity they choose.

We will focus on encouraging and advocating for policies and practices that promote equality, diversity and inclusion at all levels in sport and physical activity, including ensuring that it is embedded in projects and programmes that we support and fund.

We will also encourage our partner organisations and other providers that we work with to adopt and demonstrate their commitment to the principles and practices of equality, diversity and inclusion.

We are fully committed to supporting the principle and practice of equality of opportunity, treating everyone according to their needs, and being as diverse and inclusive as we possibly can be.

*...read our  
EDI policy*



# RISE.

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