

Development Officer

Scotland

March 2021

Sported
Job Information
Pack



Note from our CEO

Thank you for expressing an interest in this important and exciting role.

It has never been a harder time to be a young person growing up in the UK. One in four children live in poverty; recorded knife crime has more than doubled in the past 5 years, 80% of young people note their mental health has worsened in recent months and youth unemployment is at an all-time high. With youth provision reduced by over 40% since 2015, an already challenging future has been exacerbated by Covid-19 which has disproportionately affected the most disadvantaged and widened inequalities.

Amidst the gloom, thousands of community sports groups operate, not to create the next sporting superstar but to remove barriers from young people's lives to allow them to thrive against the odds. We are the UK's largest network of community sports groups and we exist to provide our groups with the skills and funding needed so they can become sustainable and deliver their services to those most in need.

If successful, you'll be joining a remarkable Sported team of 40 people with backgrounds and specialisms ranging from social/youth work and business development to sport development and econometrics. The delivery team are local to their members and reside across the UK. We also have a central office in Borough, London.

Even more capacity is provided by our skilled, knowledgeable and passionate volunteers, who now number more than 300, and who work with the leaders of our member groups – most of them also volunteers – to build the effectiveness and sustainability of their organisations, so that they can do what they do best: positively influence and change the lives of young people.

For more information about Sported; our services and our impact, please see www.sported.org.uk

Whether or not you apply for this role, and whether you are successful or not, I'm grateful to you for considering bringing your skills and energy to Sported and our wonderful members.

Yours faithfully,



Nicola Walker
Sported CEO



Sported staff benefits

Up to five days
paid study leave
for
self-funded
education/training

At Sported, the wellbeing of our staff is paramount, we are proud to offer benefits to promote a happy and healthy team

Volunteer Days – **two additional days of paid leave each year to volunteer** for another charity or indeed our Sported members

Flexible working arrangements, including working from home and flexibility around caring responsibilities

A confidential counselling service is available to all employees free of charge

Annual leave entitlement of 25 days, in addition to public holidays (pro-rata for part-time colleagues)

Access to a **Pension Scheme** to give you peace of mind

Virtual **Diversity & Inclusion ‘Open Space’** every fortnight where the team support each other and educate on issues such as racism

A Sported **‘Culture Club’** made up of six members of staff, who come together to discuss Sported staff culture, issues and promote innovation

Cycle to Work Scheme available to support our commitment to promoting healthy living

Discounted offer for a **12-month Tastecard+ membership** for £29.99 (RRP £79.99), giving you access to an array of discounts across food, shopping and entertainment.

Daily Exercise is actively encouraged at Sported, including ‘run club’ and other activities for those based in local teams.

Personal growth is a key component to the success of our organisation, at Sported we invest in learning and development opportunities

‘Learning Lunch’, a timetable of **in-house virtual training sessions** where staff learn from each other on a variety of subjects related to our work



Our Values

Demonstrate
integrity

We **lead** by example

We are honest, open and
trustworthy

We are **diligent** and
committed

We are willing to **challenge**
and be challenged

Commit to
inclusion

We are positive, **supportive**,
and approachable

We **value** an inclusive
culture

We demonstrate respect
and **equality** for all

Be
people
led

We are led by the **needs**
of our network and
volunteers

We invite feedback and
respond quickly

We **collaborate** and
support our colleagues

Drive
change

We are **innovative** and
make things happen

We strive for **continuous**
improvement professionally
and personally

We make a significant
impact to communities and
young people

Role overview and responsibilities

Role overview

As one of two Development Officers for Scotland, you will be a **key point of contact** for our Network of **214 members and volunteers**, ensuring they are appropriately **supported** with a range of benefits and services as they 'return to play' and **recover** from the impact of the pandemic.

You will support the **delivery of key thematic partnerships and projects**, ensuring they are delivered efficiently, effectively, and all **monitoring and evaluation requirements** are met.

In addition, you will **recruit and train** our team of **volunteers across Scotland**, building Sported's capacity to engage with groups on a range of topic areas

Job title:	Development Officer – Scotland
Reporting into:	Scotland National Manager
Hours:	37.5 hours (Full-time)
Contract:	Initial 12 months fixed-term contract (with ambition to extend)
Salary:	£22,000
Location:	Home based
Annual Leave:	25 days (pro-rata) in addition to statutory bank holidays

Internal relationships:

- Scotland National Manager
- Scotland Team
- Network Services Team
- UK Field Team
- Marketing & Comms

External relationships:

- Sported Members
- Sported Volunteers
- Sported Partners (including Sports Councils, NGBs, Trusts & Foundations, Corporate & other Funders)

Role responsibilities

Members:

- **Build strong relationships** with the Sported Scotland Membership
- Deliver against the engagement plan in Scotland to **meet objectives and KPIs**
- **Signpost members to Sported member services** and benefits for support or to external partners where required
- Keep the Sported **membership database** and other spreadsheets **up to date**
- **Deliver and organise** specific Sported **member events** to foster engagement and provide capacity-building training
- Support with **content creation** for Scotland member communications.

Volunteers:

- **Recruit, train and support** the management of a team of **volunteers**
- Work closely with our volunteers, **setting up placements** with member groups
- **Lead on the administration of placement documentation**, including ensuring the completion of game plan and time out
- Deliver and organise specific Sported **volunteer events**
- Support with **content creation** for volunteer communications

Projects:

- Support the Project Managers to **deliver against key projects in Scotland**, including delivery of training and managing volunteers
- Lead on required **project administration** on projects in Scotland

General Administration and other Responsibilities:

- **Support the Scotland National Manager** in the administration of Sported operations across Scotland
- **Liaise and work with Sported's Central Team** including Network Services, Insight & Strategy, Volunteer Services, Marketing and PR
- **Attend events** as appropriate to help promote Sported to relevant groups
- Any other duties as appropriate for the role

Person specification

Knowledge and experience

Essential experience:

- An understanding of the **needs of groups and organisations** offering community sport to disadvantaged young people
- Experience of **recruiting and managing volunteers**
- Experience of **delivering training** and facilitation
- Experience of a **client facing or membership** support role
- Experience of **organising and administering events**
- Experience of **database management**

Desirable experience:

- Experience of administering **Volunteer programmes**
- Experience of working with **community groups** to develop their **understanding of monitoring & evaluation**

Skills and attributes

Essential experience:

- Ability to **manage and prioritise** own workload
- Strong **communication skills** – the ability to **build rapport** with our members over the telephone, via email and face-to-face
- Strong **organisational** and **prioritisation** skills
- Excellent **IT skills**
- Good **networking skills**
- Proactive and confident in **using own initiative**

Personal qualities:

- Committed to **Sported's aims and objectives**
- **Willing to travel** across Scotland and to regional & national meetings, sometimes out of office hours
- A current driving licence and access to a car (or able to make suitable transport arrangements) that will enable the applicant to fulfil the duties of the role in a timely manner across Scotland



Recruitment timetable

Closing date for applications:	Monday 19 th April at 9am
Notify successful applicants:	Thursday 22 nd April
Interviews:	w/c Monday 26 th April
Role commences:	May 2021

To apply for this role please complete the application form and send it to recruitment@sported.org.uk

Please note: Only successful applicants invited to interview will be contacted. Please assume therefore that if you have not heard from us by 26th April, you have not been successful for interview.

If you have any questions about the role please contact
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National Manager
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