

Northern Ireland National Manager

Maternity Cover – May 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

This is an **exciting time to join Sported** as our Northern Ireland National Manager, where we deliver **vital services for community groups & young people** – knowing that our supports are **genuinely a lifeline** for small grassroots groups and the young people they support.

No day will be the same as you **spearhead** Sported's **work in Northern Ireland**, with opportunity to **develop exciting new projects, partnerships, and programmes**, responding to local need. You will provide strategic direction and ensure Sported's **operational plan and KPIs in NI are clear**, aligned organisationally and delivered upon.

You will be joining a **diverse team of exceptional people** from across the UK, all with an **enviable purpose and drive to deliver the best service** to our network of groups, volunteers and partners.

This **influential role** will involve **stewarding existing and proactively cultivating** new relationships with **external stakeholders at a National level**. Alongside this you will directly **line manage our busy NI staff team**, ensuring good **pastoral and professional care** and helping to **prioritise** project and ongoing engagement work.

Job title:	Northern Ireland National Manager (Maternity cover)
Reporting into:	Head of Delivery & Development
Hours:	37.5 hours (Full-time)
Contract:	12 month fixed term (starting 1 st September)
Salary:	£35,000+ if open recruitment (depending on experience) Secondment opportunities welcome (recruitment may close early)
Location:	Home based (with frequent travel across NI and occasionally England)
Annual Leave:	25 days in addition to statutory bank holidays

Internal relationships:

- Development Officer – NI
- National Managers
- Deputy CEO
- Head of Delivery & Development
- Head of Network Services
- Finance Team
- Insight & Strategy Team

External relationships:

- National partner organisations
- National and local government
- Commercial funders/partners
- Community sports providers
- Sported members
- Sported volunteers

Role responsibilities

Strategic Direction

- **Review** and co-ordinate **Annual Delivery Plan** for Northern Ireland, considering project work and **members' needs**
- Hold **overall responsibility** for **delivering associated KPIs** and provide required information on deliverables
- **Coordinate activity with Sported National Managers** to ensure **best practice** is adopted in Northern Ireland
- In conjunction with other National Managers, help **suggest priorities for Network Services**, so they reflect the needs of members

Partnerships

- Ensure that **projects** within Northern Ireland are **delivered in a high-quality manner**, leading through direct delivery where required
- Liaise with a **range of stakeholders** including **Government Departments, District Councils, Businesses, Governing Bodies**, identifying those with the most **potential** to **programmatically or financially benefit** Sported's work
- Successfully **steward existing and proactively identify and cultivate new relationships** with those that could support Sported in Northern Ireland, either financially or non-financially
- Seek **opportunities to represent Sported in Northern Ireland** which benefit our profile and credibility

Income Generation

- **Work with fundraising team** to identify, engage and bid for funding contacts, opportunities, and partnerships for Sported in Northern Ireland
- Proactively **identify and raise innovations and emerging trends** in delivery with fundraising team for potential funding
- Sit on **internal Cross-Organisational Fundraising meeting** with Fundraising Team and National Managers, ensuring Fundraising priorities and plans, as they relate to NI, are **delivered effectively**

Management of NI Field Team

- Provide **direct management** support to the Northern Ireland team, including **quarterly PDPs and regular 121s** to ensure objectives and targets are on track
- Manage and **prioritise resources** to ensure KPIs are achieved
- Hold overall **responsibility for NI engagement, utilisation and satisfaction targets**, plus other delivery KPIs in line with relevant organisational/partnership strategy and take corrective action when these are not being met
- **Contribute to reports** and updates at an NI and UK level to evidence work
- Align work with Network Services to **ensure members receive coordinated digital and field team services**. Ensure teams work in a collaborative fashion
- Work alongside National Managers to **influence and direct operational strategies**, policies and procedures
- **Build links and bridges** across all Sported's departments and a diverse team

Person specification

Knowledge and experience

Essential knowledge & experience:

- **5 years' experience** in either the **voluntary, community or sport sectors** in the UK
- Knowledge of the **community sports sector in Northern Ireland**; understanding **of issues facing small community groups** and the role sport can play in a social context
- **Line-management** of paid staff
- Experience of **initiating** and **managing multiple relationships** and partnerships across different sectors
- Experience of **identifying** and **developing proposals** for funding
- Experience of acting as an **organisational representative** within key stakeholder environments

Desirable experience:

- Experience of **negotiating the NI funding landscape**
- Experience in creating **regional strategies** and plans
- Proven use of **data and insight**
- Management of **volunteers**

Skills and attributes

Essential experience:

- Team player
- Ability to **manage a remote** team
- Adept at managing and **prioritising own workload**
- Ability to engage in **regular self-reflection** and encourage team to do the same
- Strong **organisational** and **planning skills**; able to set clear deliverables and targets
- **Personal authority** to establish relationships with key stakeholders
- **Diplomatic** and **sensitive** when dealing with a range of people
- Strong **verbal and written** communication skills
- Efficient **administrative** and **IT skills**

Personal qualities:

- Committed to **Sported's aims and objectives**
- **Willing to travel** across Northern Ireland & 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 Northern Ireland



Recruitment timetable

Closing date for applications:	Monday 5 th July at 9am
Notify successful applicants:	Thursday 8 th July
Interviews:	w/c Monday 19 th July
Role commences:	1 st September 2021

N.B. This post is also offered as a secondment opportunity and therefore dates above are subject to change and recruitment may close early.

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 19th July, you have not been successful for interview.

If you have any questions about the role please contact Judith Rankin, Northern Ireland National Manager
j.rankin@sported.org.uk