

Project Coordinator Heritage Fund NI

August 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



Our 'Live by' 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

Project overview and role responsibilities

'Sport: Shaping NI for 100 Years'

Sported passionately believes in the **role of sport to transform local communities**. We have been highly influential in building the credibility and effectiveness of 'sport for development' and **supporting grassroots groups to capture the impact of their work** at local level.

Funded by **The National Lottery Heritage Fund**, we wish to develop a Report (collection of digital, video and written stories) further exploring **how sport has shaped local communities** and identities **across NI, over the past 100 years**.

The Report will compile archive material through **desk research** and **interviews with key stakeholders** and capture oral case studies from the Sported network through events and focus groups. It will involve people from **a range of backgrounds**, encouraging them to engage with **history and embrace diverse perspectives**.

The Report will highlight the role Sport has played in **shaping the identity of Northern Ireland's communities in the past 100 years**. This will be shared with key stakeholders across the sector – from volunteers at local sports clubs to Sport NI, Governing Bodies and other funders – to **encourage ongoing support for this sector**.

Job title:	Project Coordinator – NI Heritage Fund (Freelance role)
Reporting into:	Northern Ireland National Manager
Timeframe:	September 2021 – August 2022 (Estimated at 3 days per week)
Contract:	12 months
Day rate:	£96.15 per day (plus agreed expenses) – paid monthly
Location:	Home based (with some travel across Northern Ireland)

External relationships:

- Sported Members
- Sported Volunteers
- Sported Partners (NGBs, Sport NI, NI Sports Forum etc)
- Funders (Shared History Fund)

Internal relationships:

- NI National Manager
- Development Officer – NI
- Member Services team
- Communications team

Role responsibilities

- **Oversee delivery and administration** of the project in line with Sported's Project Management Framework
- **Deliver against the Project Plan** to meet objectives, outputs and outcomes
- Complete **desk research** to compile archive material – **written and digital**
- Deliver and organise **project events, interviews and focus groups**
- Facilitate **interviews and discussions** with participating stakeholders (NGBs, partners, Sported member groups, local participants)
- Build **strong relationships** with participating Sported member groups
- Keep the Sported membership **database up to date**
- Lead on **content creation** for case studies & comms about the project
- **Produce a Report** (written and digital) highlighting the community heritage and sharing the case studies.
- **Work closely with Sported Volunteers**, providing support to participating member groups
- Liaise and **work with Sported's Central Team** including Member Services, Evidence and Learning, Volunteer Services, Marketing and PR as needed.
- **Attend events** as appropriate to help promote the project
- **Any other duties** as appropriate for the role

Required outputs and deliverables

- **Desk research** compiling existing **material and footage** highlighting the role of sport in shaping NI communities since 1921
- **Interviews with staff** within governing Bodies and established sporting bodies (approx. 6 interviews)
- **Minimum of 4 in-person and 4 virtual focus group discussions** with individuals from across the Sported NI Network – volunteers and participants from local grassroots sports clubs and groups.
- A **resulting set of case studies** to be stored in a readily accessible electronic format, including short videos, written case studies and a quote bank
- A **mid-term written report** in word
- Support to **facilitate an event to launch the report** and capture evaluation / feedback of this from key stakeholders
- A **final written report in word**, and with **supporting videos and quote bank**
- **Design of the final report and video footage** will adhere to **Sported's brand guidelines and style**. The successful candidate will be supported by Sported's marketing team.



Person specification

Knowledge and experience

Essential knowledge & experience:

- At least **2 years' experience in a marketing / communications role**
- **Designing, writing, and producing reports** and case studies – written, digital and video
- **Facilitating interviews**, focus groups and events
- Organising and administering **events**
- Experience of a **client facing or membership support role**

Desirable experience:

- Working with **volunteers**
- Administration of **projects** or **programmes**
- Experience in the **Charity, voluntary or sports sector**



Skills and attributes

Essential skills & attributes:

- Good at **meeting deadlines** and producing work in a timely manner
- Excellent **writing skills**, with an ability to **communicate complex ideas** and **arguments in a clear** and compelling style
- **Creative approach to communication**, with a good eye for a news story and the ability to create timely and relevant content
- **Knowledge of social media channels**, in particular Twitter, LinkedIn, Facebook and Instagram
- Able to work under **own initiative** and manage competing priorities to tight deadlines and budgets
- Well-developed **IT skills**
- Strong **attention to detail**

Personal qualities:

- Committed to the **aims of the organisation**
- Willing to **travel within NI**
- 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.

Recruitment timetable

Closing date for applications:	Monday 6th September at 9am
Notify successful applicants:	by Thursday 9th September
Interviews:	Thursday 16th September
Role commences:	ASAP

To apply for this role please follow the link via our [website](#) where you can upload your CV and a statement outlining how you meet the person specification, using examples of delivering similar pieces of work.

Applications submitted will be assessed by Sported against the following questions:

1. To what extent does the applicant demonstrate an understanding of the issues related to this brief?
2. What degree of experience does the applicant demonstrate in order to successfully complete the work?
3. What degree of experience does the applicant demonstrate in order to successfully deliver the required work and timetable required?

If shortlisted, you will be invited to interview and asked to produce a plan for how you propose to deliver on this piece of work.

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