

Strategic Equity, Diversity & Inclusion Lead

September 2021

Sported
Job Information Pack



Note from our CEO

Thank you for expressing an interest in this important and exciting new 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 services to those most in need. The purpose of our new four year strategy is to tackle inequalities both in and through sport.

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. Our team are working hard internally to improve and grow our culture of inclusion and acceptance for all.

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



Reach. Include. Empower

In our new 4 year strategy, we will strengthen the local workforce and build the resilience of community sports groups.

Through our network of 2,500 grassroots groups, we will improve wellbeing, tackle inequalities and connect communities.

We know sport and physical activity can have **wide ranging benefits** for young people, communities, and society.

For the next 4 years, we have identified 3 priority areas – **wellbeing, equality and community** – that are both hugely relevant and important within the current environment, and also where we believe Sported has the **expertise and experience** to have the biggest impact.

At the heart of our work will remain our **long-standing commitment** to support the **passionate, dedicated local people** who are running vital community sports groups across the UK and **building the resilience** of these groups, so that they can survive and thrive.

Our vision

We want every young person to have the same opportunity to fulfil their potential.

Our purpose

Helping community groups survive, to help young people thrive.

The Clubhouse



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

Spoted staff benefits

Volunteer Days – **two additional days of paid leave each year to volunteer** for another charity or Spoted 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 Spoted **'Culture Club'** made up of six members of staff, who come together to discuss Spoted 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 Spoted, 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 Spoted 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

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

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



Role overview and responsibilities

Role overview

Thanks to funding from The National Lottery Community Fund, Sported is appointing **three new exciting roles** to create a step **change** in supporting the needs of our network through our new 4 year strategy.

We invite individuals with **lived experience** of inequalities to join and strengthen our growing Sported team, continuing to ensure we **represent** the views of our diverse network.

As our new Strategic EDI Lead you will **drive equity, diversity and inclusion** internally and for our members to help them create **positive, lasting change** for **young people** currently **experiencing inequalities**.

Working closely with the whole Sported team you will **collaborate, advocate for and support** our members to ensure **inclusion is at the heart** of community sport and physical activity.

You will line manage our disability project lead and new National Lottery funded Race Equity Lead, whilst growing our external EDI offer through **new partnerships and projects**.

As a **member of our Strategic Leadership Team** (SLT) you will work closely with the CEO and Heads of departments to **develop and implement** a robust **EDI strategy** and **action plan**, proactively **cultivating** and **driving** an **inclusive work environment**.

Job title:	Strategic Equity, Diversity & Inclusion Lead
Reporting into:	Head of Delivery & Development
Hours:	30 hours (part-time)
Contract:	Permanent
Salary:	£45,000 FTE (Pro-rata)
Location:	Flexible location
Annual Leave:	25 days in addition to statutory bank holidays (pro-rata)

Internal relationships:

- Strategic Leadership Team
- Inclusion leads
- Insight & Strategy Team
- Field Team
- Network Services
- Strategic communications lead

External relationships:

- Sported members & volunteers
- Sported and community sector partners
- EDI network of contacts and partner organisations

Role responsibilities

External focus

- Represent Sported and our network within the sector, be an **authoritative EDI expert and advocate in community sport** across the UK
- Identify and respond to national and regional **key external trends** to ensure Sported remains **current and proactive**
- Develop and/or support connections with **key stakeholder** groups in all nations, for example; sports councils, disability, gender, race etc.
- Develop and/or support stakeholder connections **beyond sport** where potential exists to **further our objective**
- Ensure that **EDI is integral to Sported culture** and responsible for building and developing **strong partnerships** with business leaders and external providers to support the delivery of the EDI plan
- Identify, advise and support Sported team to develop **new partnerships** and **fundable programmes** of work
- Working in collaboration with the comms team to **develop new EDI initiatives** that better reflect its diverse network of groups and volunteers

Sported Network

- Support field team in engaging with group leaders with an interest and/or expertise in EDI and **develop pathways** to connect groups (e.g. via our online hub, online meetings), nurturing **peer support and sharing of good practice**
- Working in partnership with the field team, network services and external individuals and partners as required;
 - organise/facilitate **EDI support and advocacy** to our network, and
 - **increase the level of diversity** within our **volunteer team**

Insight & measurement

- Gather **critical insight** from our member network **regarding EDI**, and work with them to find **solutions** that will **create tangible and lasting change** for the sector and **young people suffering inequalities**
- Understand and **measure diversity performance** in the organisation, including legislative requirements
- Create **powerful externally valuable insight & metrics** with which to engage funders and stakeholders with Sported's work

Role responsibilities

Internal focus

- Line manage the new **race equity and disability project leads**, oversee their work plan, including the formation and launch of a new, **independent Black Leaders Network**
 - **Lead and support EDI activity** within Sported, including the management of our internal **'Inclusion Champions'**
 - Manage the creation and roll out of the **EDI strategy**; reinforcing **areas of accountability** for Sported and maintaining stakeholder engagement
 - Provide **training and development opportunities** to groups, staff and volunteers. Coaching and upskilling on the **value of EDI practice**
- **Map the range of EDI projects** across the organisation and **ensure visibility** of these projects to assist staff to make cross organisational links and **support strategic planning**
 - **Lead or support colleagues** on EDI programmes and interventions, providing **specialist advice**, relevant **connections** and **insight** as required
 - Provide analysis and **assessment of the diversity of our People practices**, offering **expert advice** and strategy for improvements, i.e. recruitment
 - Work with trustees, staff and volunteers to **make Sported a more inclusive organisation** and to **model EDI in our everyday** activity and communication

Person specification

Knowledge and experience

Essential knowledge & experience

- At least **3 years in an EDI role**, ideally in a UK Wide organisation, or **demonstrable relevant experience**
- **Lived experience** of inequalities
- Creating and implementing an **EDI strategy and driving EDI initiatives**
- **Writing EDI related content** for internal and external audiences
- **Designing and implementing projects and programmes** aligned with company **values** that bring about **lasting behavioural and cultural change**
- Experience in **diversity analytics** and **understanding diversity data**
- Excellent **communication and public speaking skills** with the ability to **influence a range of stakeholders** – including trustees, corporate partners, sector leaders – as well as member groups, volunteers and colleagues
- **Attending senior level meetings**, chairing and facilitating round table discussions
- **Managing varied level of EDI knowledge and confidence** amongst stakeholders, aware of sensitivity but impactfully move the agenda forward
- **Line management** experience

Desirable experience

- Good understanding of the **grassroots sport** sector, **sports EDI landscape** and key individuals in particular
- **Personal network** and connections **within the EDI sector**
- Understanding of **designing** and **implementing inclusive recruitment strategies**
- Working in a **membership/network** organisation
- **Remote working**
- Working directly on **income generation activities**

Skills and attributes

Essential skills & attributes:

- Highly **motivated and self-driven** with an ability to prioritise own workload
- A **self-starter** who knows how to **navigate a fast-paced environment** with little supervision
- Excellent **communication skills**, both written and verbal
- Strong **influencing and advocacy skills**
- Excellent **attention to detail**
- Strong **interpersonal** and **relationship management** skills
- Innovative, **empathetic**, curious and **courageous**

Personal qualities:

- **Commitment** to the **mission of Sported**, understanding the positive change sport can make in young people's lives
- **Able** and **willing** to work outside of office hours, as required
- Willing to **travel** to **national** meetings



Recruitment timetable

Closing date for applications: **Monday 4th October 2021 at 9am**
Notify successful applicants: **by Thursday 7th October 2021**
Interviews: **w/c Monday 11th October 2021**
Role commences: **ASAP**

To apply for this role please head to our [website](#) where you will find a link to our online recruitment portal. You are required to upload your CV and answer questions showing how you meet the essential requirements of the role.

Please note: Only successful applicants invited to interview will be contacted. Please assume therefore that if you have not heard from us by 11th October, you have not been successful for interview.

If you would like to have an informal discussion about the role, please contact **Erica Thornton**, Head of Delivery & Development
e.thornton@sported.org.uk