

# Community Engagement Project Coordinator

November 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. One objective of our new four year strategy is to improve mental health and wellbeing 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](http://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

# Sported staff benefits

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

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

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**

**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.

'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





# **Role overview and responsibilities**

# Role overview

Would you like to develop your **skills in project co-ordination**, deliver a **successful community football programme** and help not for profit groups across the UK deliver activities to **young people facing disadvantage**?

Sported is seeking a **capable and enthusiastic** Project Co-ordinator to join our dynamic team. The post is to assist in **delivering an expanding portfolio of grant and development programmes** for community groups.

The Project Co-ordinator plays a **key role** in ensuring the **effective delivery of a new Community Engagement Fund** across the United Kingdom. The role supports the Partnerships Manager, the central functions and the field team in delivery of the project.

The successful applicant will have an interest in **project management**. Excellent communication and IT skills are key attributes for the post, as is the ability to **establish and maintain effective relationships** with a **wide range of stakeholders**. General knowledge of community not for profit organisations and football is desirable.

Job title:	Community Engagement Project Coordinator
Reporting into:	Partnerships Manager
Hours:	Full-time
Contract:	Permanent
Salary:	£25,000
Location:	Flexible (with some travel to Sported head office in London)
Annual Leave:	25 days in addition to statutory bank holidays (Pro-rata)

## Internal relationships:

- Partnerships Manager
- Grants Administrator
- Sported Field Team
- Network Services Team
- Communications team

## External relationships:

- Project funder
- Members
- Volunteers
- Key project partners
- National/Regional Stakeholders



# Role responsibilities

## Project Coordination

- Provide **co-ordination and administrative support** as required by the Partnerships Manager to deliver the Community Engagement Fund
- **Lead contact** with Sported members to **encourage maximum engagement** with all aspects of the programme
- Support **partner and stakeholder engagement** in regions to encourage grant applications from non-Sported members
- Attend and support **regional events** to **promote the programme**
- Complete **desk research** to identify and contact prospective members in partnership with the Field Team and Network Services
- Support the team with the **correct recording of member involvement** in the programme on the CRM, ensuring **data is always up to date**
- Support with **development of the Sported HUB** for the programme
- Support with the **development of the training opportunities** for members as part of the programme
- Work with Volunteer Services to **upskill volunteers** once they have been recruited into the programme
- **Co-ordinate** regular internal and external **project meetings** and record minutes and actions where required

## Partner Management Support

- Support the Partnerships Manager with the **creation of key documents** as required by the partner
- **Attend partner and stakeholder meetings** as required
- **Liaise with and present to the partner** in the absence of the Partnerships Manager

## Communications

- Work with the Marketing Coordinator to **create** the schedule of and content of programme **relevant member communications**
- Support with the **development of media content** from Sported members and non-members
- Work with the Marketing Coordinator to **develop communications for non-members** who may be eligible to join the Sported Network
- Work with the Marketing Coordinator and Volunteer Services team to **develop communications for volunteers** supporting with the delivery of the programme

## Grants admin support

- **Support** with **monitoring the distribution of grants** to members and non-members
- Assist with communications to members and support to submit grant applications, supporting evidence and review forms
- Support management of grant records on Sported HUB/CRM

## Data collection

- Support with **collation of KPI and reporting data** for the partner
- Support with the **development of storytelling case studies**
- Support with the **collation and production of impact reports**

# Person specification

# Knowledge and experience

## Essential knowledge & experience

- **Excellent interpersonal** and **customer service skills**, with the ability to **communicate clearly** and **confidently** with a diverse range of people
- Ability to positively connect with **external stakeholders** using clear communication skills
- Experience of a **client facing** or **membership support role**
- Track record of **roles in Project coordination** and **delivery**
- Well organised with an **ability to recognise** key upcoming requirements, **plan and prioritise** workload with **minimal supervision**
- Ability to always **maintain** a high level of **confidentiality** and **discretion**

## Desirable experience

- Ability to **identify and propose solutions** in areas of organisational risk relating to key areas of work
- Experience in or **understanding of the charity, voluntary and/or sports sectors**
- Experience **delivering grant making programmes**
- An interest in and understanding of **community football, not for profit sports clubs** and **community groups**



# Skills and attributes

## Essential skills & attributes:

- Highly **motivated and self-driven** with an ability to prioritise own workload
- Excellent **communication skills**, both written and verbal
- Excellent **attention to detail**
- Strong **interpersonal** and **relationship management** skills
- Committed to **equality, diversity** and **inclusion**

## 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
- Set up to **work from home** – if not based in London (tech provided)
- **Willing to travel** to regional areas and occasional UK wide team events



## Recruitment timetable

Closing date for applications:	9am on Monday 22 <sup>nd</sup> November
Notify successful applicants:	by Thursday 25 <sup>th</sup> November
Interviews:	w/c Monday 29 <sup>th</sup> November
Role commences:	Wednesday 5 <sup>th</sup> January 2022

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 the end of November, you have not been successful for interview.

If you have any questions about the role please contact **Joanna DiPaola**, Partnerships Manager  
[j.dipaola@sported.org.uk](mailto:j.dipaola@sported.org.uk)