

London Regional Manager

May 2022

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 50 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



Staff benefits

2 x 'personal leave' days for religious holidays and/or wellbeing days

2 x 'volunteer' days to volunteer for another charity or Sported members

Up to **5 x '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

Virtual **Diversity & Inclusion**

'Open Space'

every fortnight where the team support each other and raise awareness on topics such as **racism** and **LGBTQ+** inclusion

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) increasing 1 day per year after 4 years

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

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

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

Role overview and responsibilities

Role overview

This is an **exciting time** to join Sported as our London Regional Manager, you'd be part of an organisation delivering **vital services for community groups and young people** - knowing that our support is a **genuine lifeline** for **small grassroots groups** and the **young people** they support.

As the **operational lead** for Sported in London, you would have **one line report**, our London Regional Support Officer alongside a **team of Sported volunteers** supporting London member groups. You will **develop key partnerships** within the region and **deliver specific projects** according to **regional and organisational priorities**. As a Regional Manager you will **develop work plans** for the London in line with the Sported strategy, mission and purpose.

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.

Job title:	London Regional Manager
Reporting into:	Strategic Lead London
Line reports:	1 x Regional Support Officer
Hours:	37.5 hours (Full-time)
Contract:	Permanent
Salary:	£33,000 - £38,000 (depending on experience)
Location:	Borough, London (with some homeworking, London travel and some other UK travel)
Annual Leave:	25 days (in addition to statutory bank holidays)

Internal relationships:

- Strategic Lead London
- England Team
- National Teams
- Strategic Leadership Team
- Volunteer Services Manager
- Services & Benefits Manager
- Head of Delivery & Development
- Head of Network Services
- Sported volunteers

External relationships:

- Sported Members
- Regional partner organisations
- Community sports providers
- Local government
- Voluntary Sector including youth sector
- Funders
- Local Media

Role responsibilities

Strategic Relationships:

- Work with the Strategic Lead for London to **implement** and **deliver** the **strategic aims of Sported** in London. This will include the **delivery of UK wide programmes** within London, as well as collaborating with key stakeholders to deliver joint projects.
- **Identify, develop and build partnerships** with regional organisations and agencies to **increase the awareness** of the **Sport for Development** sector and strengthen Sported's position as the **lead organisation** in this area
- Local **networking** and **relationship maintenance** – manage existing relationships with **regional stakeholders**
- Attend **external meetings** and **networking** events and sustain the profile of Sported in the region
- Work in partnership with **National teams** to share **best practise** and implement **partnership ideas/opportunities** where appropriate

Sported Members:

- In conjunction with the Strategic Lead for London **develop and deliver** a clear **strategy** for **member engagement, support** and **recruitment** in London in support of organisational **KPIs and Projects**
- Be the **primary point of contact for Sported members** within London and **support them** with their own capacity building /organisational development.
- Provide **direct support to members on elements of capacity building** – e.g. fundraising, strategic planning, health checks & sustainability and **sport development plans** for CAF Sport England.
- **Support** Sported members with **completion of relevant monitoring** and **evaluation** in conjunction with the support they have received
- Sported services and benefits, ensuring they are aware of how to **access the Sported Hub**

Volunteer Management:

In conjunction with the Sported Volunteer Services Manager:

- **Oversee, manage** and **deploy** the **volunteer team** across the region
- **Recruit volunteers** across the region in line with the specific requirements for the region and in line with National priorities
- **Support the delivery** of the Sported **Volunteer programme** delivering regional networking events, facilitate and support the development of volunteers

Role responsibilities

Delivery and Projects

- To **manage and oversee current and future member projects** receiving Sported volunteer support. The support can focus on governance advice development, business planning, financial management, policies and procedures, HR, impact practice and grant generation. Delivered **primarily by a Sported volunteer** with the **expertise of the Regional Manager** and wider Sported network available to add value as required. In some instances this support may be **delivered directly by the Regional Manager**.
- To **deliver, manage and evaluate** any **externally funded projects** across London achieving agreed outcomes in line with timelines. These projects may involve **significant collaboration** and **communication** with external partners and may involve the delivery of **specified capacity building support** and grants to targeted members and non-members. The support is delivered by Sported volunteers and /or the Regional Manager as appropriate.

Funding:

- In conjunction with fundraising team **identify potential funders / opportunities** as appropriate to help sustain the work of Sported in London
- In conjunction with the Strategic Lead for London, and the fundraising team, **support the development of funding applications and proposals for new projects** within London.
- **Foster and build relationships** with potential local funders and support member bids where appropriate
- Manage & oversee grant funding for externally funded projects within London.
- Support any **grant making** process as and when it is active

General Administration (and other responsibilities):

- Ensure **data on London members** and volunteers is kept **up to date**
- **General involvement** with **other Sported events** as required such as national team meetings (approx. one every 3 months), and England field team meetings (approx. one every 3 months)
- **Line management** of the London Regional Support Officer

Person specification

Knowledge and experience

Essential knowledge & experience:

- A strong **understanding of Sport for Development**
- **Significant** experience in either the **voluntary, community** or **sport sectors**
- Awareness and ability to advise on **some** or **all elements** of **organisational management in the third sector**, including governance, funding landscape, capacity building, business planning, financial management, policies and procedures, monitoring, and evaluation
- **Management** of a team of skilled **volunteers** and/or **staff**
- Experience of **developing** effective **strategic partnerships**
- **Understanding** of **issues** facing small community groups and experience of supporting groups **overcome those challenges**
- An **understanding** of **London** and it's **constituent boroughs**
- Experience **in public speaking**

Desirable experience:

- Experience working on **regional or large sub-regional programmes**
- **Line management** of staff
- Experience of **working across** London
- Experience of working in a **remote role**

Skills and attributes

Essential skills & attributes:

- Strong **attention to detail**
- Ability to work with a **virtual team**
- Ability to work as **remote worker**
- Ability to **manage and prioritise own workload**
- Strong **organisational** and **business management skills**
- **Personal authority** to establish credibility with key stakeholders, and diplomatic and **sensitive** when dealing with a **range of people**
- **IT** skills (familiar with Microsoft365 suite)
- Strong **verbal** and **written** communication skills.
- Efficient **administrative** skills

Personal qualities:

- **Commitment** to the **mission of Sported**
- **Able** and **willing** to work outside of office hours, as required
- Able and set up to **work from home**
- Willing to **travel** to **regional and national** meetings
- **Full driving license** and **access to a car**



Recruitment timetable

Closing date for applications: **9am on Wednesday 15th June**
Notify successful applicants: **Thursday 16th June**
Interviews: **w/c 27th June**
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 27th June, you have not been successful for interview.

We actively encourage applicants from diverse backgrounds especially from racially diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we are committed to seeing better representation at all levels.

If you have any questions about the role please contact
Chris Sawyer,
London Strategic Lead
recruitment@sported.org.uk