

# Statutory & Trusts Lead

## January 2023

Sported  
Job Information Pack



# Note from the Sported CEO

Thank you for expressing an interest in this important and exciting role as Sported looks to further grow the charity.

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 more than a quarter of young people live in poverty. With youth provision reduced by over 40% since 2015, an already challenging future has been exacerbated by Covid-19 and the cost of living crisis 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 group leaders with the skills and funding needed so that their groups 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 a wide range of backgrounds and specialisms. The delivery team are local to their members and reside across the UK, with National Managers in England, Scotland, Wales and Northern Ireland. 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](http://www.sported.org.uk)

Whether or not you apply for this role, 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

Our 2021–25 organisational strategy sets out how 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. Between 2021 and 2025, we have identified 3 priority areas - wellbeing, equality and community - that are 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

Spotted's Organisational Strategy –  
[Reach, Include, Empower 2021-2025](#)



# 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

# 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 month 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

**'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

Sported groups are established by local people using sport and physical activity to tackle issues in their community. As our support offer evolves, we are looking to **develop a new stream of statutory income** recognising the opportunities available through the Levelling-Up agenda, Shared Prosperity Fund and other place-based initiatives.

Our aim is ensure that Sported groups – who provide ‘hyper-local’ support on a shoestring budget and with limited voice – can **access the help needed to sustain and grow their youth provision**.

We are looking for a proactive, experienced Statutory Fundraiser who can **develop and implement a new strategy** in this area, working alongside the Deputy CEO, Managers in each home nation and our advocacy lead.

The role offers significant autonomy, **aiming to develop connections, promote models of delivery and generate income** for Sported and its groups by illustrating the difference they make and advocating for them.

Whilst the primary focus is statutory funds, the role also requires the **management and development of existing trust and foundations relationships** (including Garfield Weston, National Lottery amongst others).

Job title:	<b>Statutory and Trusts Lead</b>
Reporting into:	<b>Deputy CEO</b>
Hours:	<b>30 – 37.5 hours</b> (Full or Part-time)
Contract:	<b>Permanent</b>
Salary:	<b>£40,000+</b> (depending on experience)
Location:	<b>Flexible – UK-wide</b>
Annual Leave:	<b>25 days</b> (in addition to statutory bank holidays)

## Internal relationships:

- Deputy CEO & CEO
- Comms & Advocacy Lead
- UK Field Team
- Board of Trustees
- Corporate Fundraising Lead
- Thematic Leads (EDI, Community & Mental Health)
- Insight Team

## External relationships:

- Local Government Stakeholders
- National Level Stakeholders (all 4 nations)
- National sector partners
- Existing supporters / donors
- Sported members
- Sported volunteers

Sported’s work has never been more relevant to enabling all young people to fulfil their potential, so if you **see the positive change sport can make in young people’s lives and have the experience we’re looking for**, then we’d love for you to join our brilliant team!





# Role responsibilities

## STATUTORY INCOME

- Create **a statutory funding strategy** based on views, connections and opportunities identified by Sported staff, members, volunteers and partners
- Develop **applications and approaches** to statutory funders to generate income (ideally core) for Sported and its member groups
- Build / **extend our list of contacts and supporters** across statutory bodies who understand and value the work of Sported and our groups
- Support the refinement of existing and the **development of new models and programmes** that would most resonate with statutory funders
- Work with Comms and Insight colleagues to **create powerful reports & case studies to influence statutory** audiences
- Represent Sported (or support SLT or National Managers to represent Sported) **in national level meetings**
- Keep abreast of statutory & trusts funding news and opportunities – via online fora and in-person meetings

## TRUSTS INCOME

- **Coordinate Sported's existing portfolio of Trusts** relationships, ensuring reporting requirements are met and funds received as scheduled
- **Strengthen existing relationships** and develop new ones through insight based webinars, group visits, powerful case studies
- Identify and **apply to key T&F targets** across the year where Sported seems the greatest fit
- Keep abreast of Trusts funding news and opportunities – via online fora and in person meetings

## GENERAL FUNDRAISING

- Ensure prospect pipeline kept up-to-date and contribution made to developing new opportunities and increasing income
- Measure and **report on progress** with statutory and trusts bodies – in financial and non-financial terms
- Support more broadly with other teams – e.g. marketing, insight, delivery – that increase opportunities for all fundraising sources

# Person specification

# Knowledge and experience

## Essential knowledge and experience:

- A track record of **securing income** from a range of statutory and trust sources and **advocating for strategy change**
- Strong understanding of statutory and trusts landscape – with a particular focus on government’s community agenda
- Experience of leading **relationships with external funders**, in particular government departments and lottery bodies
- Experience of **compiling narrative and financial reports** for statutory funders
- Experience of **working with internal and external parties** to develop partnerships bids
- Experience of **setting and managing budgets** in line with organisational priorities.

## Desirable experience:

- Understanding of **youth, community and, ideally, sport sectors** (or at least a recognition of the role of sport in helping young people)
- Experience of working in a **membership/network organisation**
- **Knowledge of different political landscapes** in each of England, Scotland, Northern Ireland and Wales
- Experience of **working remotely** with a range of colleagues and partners to develop focused propositions
- Good **understanding** of politics, advocacy and communications.

# Skills and attributes

## Essential skills & attributes:

- Highly **motivated and self-driven** with an ability to prioritise workload and operate with limited direction
- Outstanding **communication skills**, particularly writing
- Excellent **attention to detail**
- **Strategic outlook** and ability to connect dots internally and externally
- Strong **interpersonal** and **relationship management** skills

## Personal qualities:

- **Commitment** to the **mission of Sported**, understanding the positive change sport can make in young people's lives
- Willing to **travel** to (infrequent) **national** meetings
- **Able** and **willing** to work outside of office hours, as required
- Ability to **work from home** (laptop/phone provided)



We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

## Recruitment timetable

Closing date for applications:	<b>Midday, Monday 6<sup>th</sup> February</b>
Notify successful applicants:	<b>Wednesday 8<sup>th</sup> February</b>
Interviews:	<b>Week Commencing 13<sup>th</sup> February</b>
Role commences:	<b>ASAP – subject to notice period</b>

To apply for this role please head to the [career page](#) on our website, where you will find a link to apply. You are required to upload your CV and supporting statement providing clear examples of how you meet the person specification.

**Please note:** Only successful applicants invited to interview will be contacted. Please assume therefore that if you have not heard from us by 9<sup>th</sup> February, you have not been successful for interview.

If you would like to have an informal discussion about the role, please contact **Tom Burstow**,  
t.burstow@  
sported.org.uk