

Head of Inclusion and People

March 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; 80% of young people note their mental health has worsened in recent months. 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 group leaders with the skills and funding needed so that their groups can become inclusive, sustainable and deliver their services to those who those in need. We are driven to act as a voice of community sport, especially those who are minoritised and helping tackle inequalities at grassroots.

If successful, you'll be joining a remarkable Sported team of 50 people with a wide range of backgrounds and specialisms. You will lead a fully resourced EDI team and work closely with the delivery team who 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

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,


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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 Spaces'
Every month where the team support each other and raise awareness on topics such as **Race equity, LGBTQ+** inclusion and **Disability** awareness.

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

As our Head of Inclusion and People you will drive equity, diversity and inclusion across our organisation including staff members and our UK wide network of community groups. You will lead on creating a thriving workplace which helps create positive change for young people.

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 Race Equity Lead, Wellbeing Lead, Disability Lead and People & Culture Officer, whilst growing our external EDI offer through the development and support of fundraising for 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 deliver the objectives set out in our [EDI framework and action plan](#), proactively cultivating and driving an inclusive work environment.

Job title:	Head of Inclusion and People
Reporting into:	CEO
Hours:	4 or 5 days a week
Contract:	Permanent
Salary:	£47k – 55k* (pro rata) (*depending on experience)
Location:	Flexible – some time in London
Annual Leave:	25 days in addition to statutory bank holidays

Internal relationships:

- Strategic Leadership Team
- Inclusion & People leads
- Insight & Strategy Team
- Delivery Team
- Strategic communications lead

External relationships:

- Sported members & volunteers
- Sported and community sector partners
- EDI network of contacts and partner organisations
- HR & L&D networks

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**
- Working in collaboration with the Comms team to develop **new EDI initiatives** that better reflect our diverse network of groups and volunteers
- Support the Delivery 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 good practice
- Organise/facilitate EDI support and **advocacy** to our network
- Gather critical **insight from our** 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
- Identify, advise and support Sported to develop **new partnerships** and **fundable programmes** of work



Role responsibilities

Internal focus

- Sit on the **Strategic Leadership Team** alongside other department Heads, the CEO and Deputy CEO.
- **Line manage** the Race Equity Lead, Wellbeing Lead, Disability Lead and People & Culture Officer.
- Head up the EDI team within Sported overseeing all aspects of **resource management** -e.g. policies/ staff handbook
- Oversee the structured but flexible approach to **coaching, training and people development** across the whole of Sported.
- 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
- Ensure that EDI is integral to **Sported culture**.
- Lead and support EDI activity within Sported, including the management of our internal **'Inclusion Champions'**
- Manage the delivery of the **EDI strategy**; reinforcing areas of accountability for Sported and maintaining stakeholder engagement
- Lead or support colleagues on EDI programmes and interventions, **providing specialist advice**, relevant connections and insight as required..



Person specification

Knowledge and experience

- **Lived experience of inequalities**

- Relevant experience **in an Inclusion and People role**, ideally in a UK Wide organisation, or demonstrable relevant experience

- **Line management experience** and ideally prior senior leadership experience

- Implementing an **EDI strategy and driving EDI initiatives**

- Creating and embedding **workplace 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 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



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: **10am on 3rd April**

Notify successful applicants: **5th April**

Interviews: **11th– 13th April**

Role commences: May 2023

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, you have not been successful for interview.

If you would like to have an informal discussion about the role, please contact:

recruitment@sported.org.uk

