

# Northern Ireland National Manager

## Maternity Cover – November 2023

Sported  
Job Information Pack



# 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 and cost of living pressures which disproportionately affect the most disadvantaged and widen 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. Sported has created the UK's largest network of grassroots organisations delivering sport and physical activity. As a charity, we exist to provide our groups with vital resources and support 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 almost 50 people with backgrounds and specialisms ranging from social/youth work and business development to sport development and econometrics. There are three staff based in Northern Ireland, all of whom are integral to our delivery team which works across the nations and regions of the UK, providing support at a local level to our members. We also have a central office in Borough, London.

Even more capacity is provided by over 300 skilled, knowledgeable and passionate volunteers. They work directly with the leaders of our member groups – most of them also volunteers – to build the effectiveness and sustainability of those 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,

**Sarah Kaye**  
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 3,000 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 your wellbeing

**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

This is an **exciting time to join Sported** as our Northern Ireland National Manager, where we deliver **vital services for community groups & young people** – knowing that our supports are **genuinely a lifeline** for small grassroots groups and the young people they support.

**No day will be the same** as you **spearhead Sported's work in Northern Ireland**, with opportunity to **develop exciting new projects, partnerships, and programmes**, responding to local need. You will provide strategic direction and ensure Sported's **operational plan and KPIs in NI are clear**, aligned organisationally and delivered upon.

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.

This **influential role** will involve **stewarding existing and proactively cultivating** new relationships with **external stakeholders at a National level**. Alongside this you will directly **line manage our busy NI staff team**, ensuring good **pastoral and professional care** and helping to **prioritise** project and ongoing engagement work.

Job title:	<b>Northern Ireland National Manager</b> (Maternity cover)
Reporting into:	<b>Head of Delivery</b>
Hours:	<b>37.5 hours</b> (Full-time though 0.8 FTE considered)
Contract:	<b>12-month fixed term</b> (starting December '23)
Salary:	<b>£42,000</b>
Location:	<b>Home-based</b>  Within 1 hour's location from Belfast, with frequent travel across NI and occasionally other parts of the UK.
Annual Leave:	<b>25 days in addition to statutory bank holidays</b>

## Internal relationships:

- Development Officer – NI
- Nations Support Officer – Shared
- National Managers
- Member Services Team
- Volunteer Services Team
- CEO
- Deputy CEO
- Head of Delivery
- Finance Team
- Insight & Strategy Team
- EDI & People Team

## External relationships:

- National partner organisations
- National and local government officials
- Commercial funders/partners
- Community sports providers
- Sported members
- Sported volunteer consultants



# Role responsibilities

## Strategic Partnerships & Relationships

- Ensure that **projects** within Northern Ireland are **delivered in a high-quality manner**, leading through direct delivery where required
- Maintain **strong strategic relationships** with key partners including **Sport Northern Ireland, the Rank Foundation and Ulster University**
- Liaise with and influence a **range of stakeholders** including **Government Departments, District Councils, Businesses, and Governing Bodies**, identifying those with the most **potential to programmatically or financially benefit** Sported and our network
- Successfully **steward existing and proactively identify and cultivate new relationships** with those that could support Sported in Northern Ireland, either financially or non-financially
- Seek **opportunities to represent Sported in Northern Ireland** which benefit our profile and credibility, contributing to national discussions and policy decisions.

## Strategic Direction

- **Review** and co-ordinate **Annual Delivery Plan** for Northern Ireland, considering project work and **members' needs**
- Hold **overall responsibility** for **delivering associated KPIs** and provide required information on deliverables
- **Coordinate activity with Sported National Managers** to ensure **best practice** is adopted in Northern Ireland
- In conjunction with other National Managers, help **suggest priorities for the Delivery Team**, so they reflect the needs of members



# Role responsibilities

## Income Generation

- **Work with Impact team** to identify, engage and bid for funding contacts, opportunities, and partnerships for Sported in Northern Ireland
- Proactively **identify and raise innovations and emerging trends** in delivery with Impact team for potential funding
- Sit on **internal cross-organisational meeting** with Fundraising Team and National Managers, ensuring Fundraising and Communications priorities and plans, as they relate to NI, are **delivered effectively**

## Management of NI Field Team

- Provide **direct management** support to the Northern Ireland team, including **quarterly PDPs and regular 121s** to ensure objectives and targets are on track
- Manage and **prioritise resources** to ensure KPIs are achieved
- Hold overall **responsibility for NI engagement, utilisation and satisfaction targets**, plus other delivery KPIs in line with relevant organisational/partnership strategy and take corrective action when these are not being met
- **Contribute to reports** and updates at an NI and UK level to evidence work
- Align work with the Delivery Team to **ensure members receive coordinated digital and field team services**. Ensure teams work in a collaborative fashion
- Work alongside National Managers to **influence and direct operational strategies**, policies and procedures
- **Build links and bridges** across all Sported's departments and a diverse team



# Person specification

# Knowledge and experience

- At least **five years' experience** in either the **voluntary, community or sport sectors** in the UK
- Experience of **initiating** and **managing multiple relationships** and partnerships across different sectors
- Knowledge of the **community sports sector in Northern Ireland**; understanding of **issues facing small community groups** and the role sport can play in a social context
- Experience of **identifying** and **developing proposals** for funding
- Experience of acting as an **organisational representative** within key stakeholder environments
- Experience of **negotiating the NI funding and political landscape**
- Experience in creating **regional strategies** and plans
- Proven use of **data and insight**
- **Line management** of paid staff
- Management of **volunteers**



# Skills and attributes

## **Relationship Management**

- Strong **interpersonal skills and personal authority** to build and maintain strategic partnerships and relationships with key partners, stakeholders and supporters.
- **Ability to identify and cultivate new relationships** beneficial to Sported.
- **Diplomatic** and **sensitive** when dealing with a range of people
- **Networking skills** to represent Sported effectively and enhance our profile and credibility
- Stakeholder engagement and relationship management skills to liaise with government departments, councils, businesses and governing bodies.
- Strong **verbal and written** communication skills

## **Strategic Planning**

- **Strategic thinking and planning** skills to review, and coordinate annual delivery plans, set clear deliverables and targets.
- Ability to align organisational goals with the needs of members and stakeholders.
- Data analysis and reporting skills.

## **Income Generation**

- **Fundraising and grant writing skills** to identify, engage and bid for funding opportunities and partnerships.
- **Collaboration skills** to work effectively with internal colleagues, particularly within the Insight & Strategy Team, and the Fundraising Team.
- Familiarity with fundraising and communication strategies to align and deliver plans effectively.



# Skills and attributes

## Team Management

- **Leadership and management skills** to provide support to the Northern Ireland team.
- **Performance management skills**, including performance development plans
- Resource allocation and prioritisation abilities.
- **Problem solving skills** to take corrective action when targets are not being met.
- Ability to engage in **regular self-reflection** and encourage team to do the same
- **Strong communication skills** to contribute to reports and updates locally, regionally and nationally.

## Other

- **Collaboration skills** to coordinate with colleagues across the UK to ensure teams work together effectively.
- **Ability to influence** and direct operational strategies, policies and procedures.
- Efficient **administrative** and **IT skills**

## Personal qualities

- Committed to **Sported's aims and objectives**
- **Willing to travel** across Northern Ireland & to National meetings, sometimes out of office hours
- A current driving licence and access to a car (or able to make suitable transport arrangements) that will enable the applicant to fulfil the duties of the role in a timely and effective manner across Northern Ireland



**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**

<b>Closing date for applications:</b>	<b>Monday 27 November at 5pm</b>
<b>Notify successful applicants:</b>	<b>Thursday 1 December</b>
<b>Interviews:</b>	<b>w/c Monday 4 December</b>
<b>Role commences:</b>	<b>As soon as possible</b>

If you have any questions about the role please contact Judith Rankin, Northern Ireland National Manager  
[j.rankin@sported.org.uk](mailto:j.rankin@sported.org.uk)

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.