

Projects Officer

January 2024

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 grassroots sport, especially on behalf of those who are minoritised and helping to tackle inequalities at community level.

If successful, you'll be joining a remarkable Sported team of 50 people with a wide range of backgrounds and specialisms. You will lead an excellent, and ambitious London team and work closely with the other managers within the Delivery Team including the 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,

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 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

The number of Sported partnerships has grown significantly in recent times with Barclays, Vodafone, P&G, Ring and Flutter.

With the new Partnerships team in place, we are establishing a more joined up approach across our funded programmes, enabling us to be more efficient in how we deliver support to groups with grant giving as a central part of this.

The creation of this new Projects Officer role is intended to support the development and implementation of Sported's partnership programmes, playing a key role in ensuring individual projects deliver maximum impact and value for Sported and our partners.

The Projects Officer is key to supporting the Partnerships team, working with our central functions and the field team in delivery of grants and wider programme benefits.

Job title:	Projects Officer
Reporting into:	Partnerships Lead
Hours:	37.5 hours (5 days a week)
Contract:	Permanent
Salary:	£23,440 – £25,750
Location:	Flexible (with occasional travel)
Annual Leave:	25 days in addition to statutory bank holidays

Internal relationships:

- Partnerships Lead
- Partnerships Co-ordinator
- Grants Co-ordinator
- Grants Officer
- Member services
- Delivery team
- Finance Team

External relationships:

- Key programme partners
- Sported members
- Non-member community groups
- Delivery partners

Role responsibilities

Project Delivery

- Working with the Partnerships and Grants team to support the delivery of a portfolio of Sported funded projects.
- Supporting the distribution of grants to community groups.
- Communication with community groups, providing guidance on what offers are available to them and supporting them to access.
- Connecting relevant groups with various programme opportunities and benefits.
- Working collaboratively with the Field team to provide Regional information and data, and to identify and engage groups.
- Support to ensure programme pages of the Sported HUB are up to date.

Data management

- Supporting the management of projects and grants data, maintaining accurate and up to date information.
- Recording of information, ensuring details of programme offers accessed and grants awarded can be clearly understood.
- Provide support to Project Managers by updating the CRM and HUB systems.

Monitoring and evaluation

- Requesting, chasing and collating relevant monitoring and evaluation data from community groups.
- Monitoring the impact of grant programme and additional offers.
- Supporting the Partnerships, Grants and Insight team to provide relevant data to monitor and demonstrate the impact of our funded programmes.
- Supporting the Partnerships and Communications team to identify and develop potential case studies to demonstrate programme impact.

Role responsibilities

Grant giving

- Supporting the Partnerships Lead and grants team to deliver a portfolio of funded programmes, distributing grants to Sported members and non-member community groups.
- Set up application forms, clear criteria and guidance on the Sported online Hub.
- Downloading and co-ordinating applications, and tracking documents to enable efficient assessment processes.
- Supporting the assessments of grants, determining eligibility, and moving through the assessment process following the necessary steps.
- Carrying out due diligence checks, ensuring each application is eligible and processed in line with our grant giving policy.
- Communication with applicants to support applications and following up for additional information.
- Providing the necessary financial information to the finance department, supporting them to process and issue awards.



Person specification

Knowledge and experience

Essential knowledge & experience

- Previous relevant experience in project administration, tracking delivery progress and assisting the Project Manager in achieving goals.
- Experience of managing databases to accurately record and search information, and to monitor and evaluate project impact, while providing meticulous data management.
- Proven ability within a customer service-focused environment to communicate clearly and confidently with a diverse range of people.
- Computer literate with strong working knowledge of Microsoft Office 365, in particular use of Excel.
- Experience in managing a varied workload in an effective and timely manner with minimal supervision.

Desirable experience

- Previous experience of working on grant giving programmes, with an understanding of the policies and procedures required to administer grants.
- Knowledge of the community and voluntary sport sector, specifically working with not-for-profit sports clubs and understanding of their unique challenges.
- Experience collecting information to monitor and evaluate impact and produce summary reports.
- Experience of working remotely.

Skills and attributes

Essential skills & attributes:

- Highly **motivated and self-driven** with exceptional organisation skills
- Excellent written and verbal **communication skills**, including telephone skills
- Strong **interpersonal** and **relationship management** skills
- **Excellent attention to detail**, particularly when managing large amounts of data
- Committed to **equality, diversity** and **inclusion**
- Ability to always maintain a high level of **confidentiality and discretion**

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
- Suitable set up to **work from home** (Laptop/Phone provided by Sported)
- **Willing to travel** to regional areas and occasional UK-wide team events



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 timeline:

Closing date for applications: **Monday 15 January**
Notify successful applicants: **17 – 18 January**
Interviews: **w/c Monday 22 January**
Role commences: **February 2024**

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 (no more than two sides) 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

