



# Network Co-Ordinator (Part-Time)

May 2024

# 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 five 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 the cost of living crisis which has disproportionately affected the most disadvantaged and widened inequalities.

Amid 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 over 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. Our team in Wales is supported by a central office in Borough, London.

Even more capacity is provided by our skilled, knowledgeable and passionate volunteers, who now number more than 200, 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, 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.

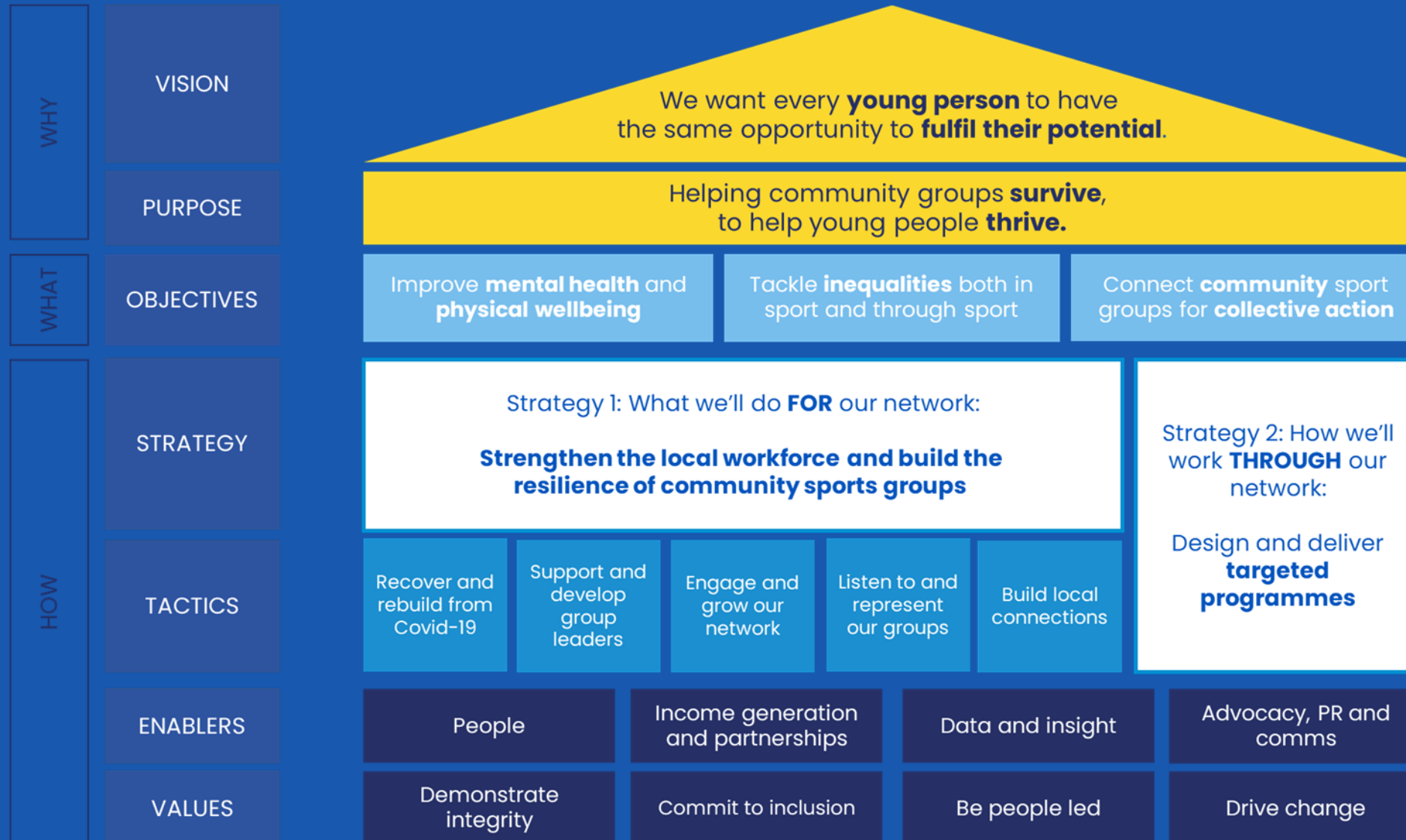
## Our vision

**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



# Sported staff benefits

Up to five days  
paid 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**

**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)

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

**Virtual Diversity & Inclusion 'Open Space'** every fortnight where the team support each other and educate on issues such as racism

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

**Volunteer Days - two additional days of paid leave each year to volunteer** for another charity - or our Sported members

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 activities for those based in local teams.

**Personal growth is a key component to the success of our organisation, at Sported we invest in learning and development opportunities**

'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 Values

Demonstrate  
**integrity**

Commit to  
**inclusion**

Be  
**people**  
led

Drive  
**change**

We **lead** by example

We are honest, open and  
**trustworthy**

We are **diligent** and  
committed

We are willing to **challenge**  
and be challenged

We are positive, **supportive**,  
and approachable

We **value** an inclusive  
culture

We demonstrate respect  
and **equality** for all

We are led by the **needs**  
of our network and  
volunteers

We invite feedback and  
**respond** quickly

We **collaborate** and  
support our colleagues

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 Network Co-Ordinator. 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 Network Co-Ordinator in Rhyl, your primary role will be to support community groups in Rhyl, facilitate and grow our Connected Communities work. You will empower and support the network to work in collaboration for the benefit of the town and its people.

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:** Network Co-Ordinator
- **Reporting into:** Nations Delivery Officer
- **Hours:** 22.5 hours – 3 days a week equivalent (Part Time)
- **Contract:** 3 years (possible extension funding dependant)
- **Salary:** £26,500 – £28,000 (Pro-rata)
- **Location:** Home based with access to working space in Rhyl
- **Annual Leave:** 25 days (Pro-rata) – in addition to statutory bank holidays

## Internal relationships:

- Wales National Manager
- Wales Delivery Officers
- Nations Support Officer
- National Teams
- Delivery Team & Volunteer Services
- Marketing & Communications incl. Member Services team
- Insight & Strategy
- Strategic Leadership Team
- Sported Volunteer Consultants

## External relationships:

- Sported Members
- Local partner organisations
- Community organisations
- Local / Welsh government
- Voluntary Sector including youth sector



# Role and Responsibilities

## Delivery and Projects

- To **lead the delivery of the Connected Communities project** within Rhyl, including the development and delivery of necessary support, and the deployment of Volunteer Consultants where necessary.
- **To co-ordinate the development of the Rhyl community network**, engaging local organisations and partners to grow and sustain the network.
- **To support local community organisations** to identify their priorities and support them to grow and sustain activity.
- Support content creation for member and network communications, including utilisation of relevant social media platforms, channels and other alternative communication methods.
- Maintain accurate project administration, including project measurement, evaluation and feedback as required to achieve agreed project outcomes.

## Membership Engagement & Growth

- Be the **primary point of contact for Sported members** within Rhyl and **support them** with their own capacity building /organisational development.
- Promote Sported membership and services to non-members, and process new member application and conduct onboarding calls.
- Build strong relationships with the Sported membership and community networks in Rhyl.
- Promote and engage members with our services and benefits, ensuring they are aware of how to **access the Sported Hub**.
- Provide **support to members on elements of capacity building** – e.g. fundraising, strategic planning, health checks & sustainability.
- **Support** Sported members with **completion of relevant monitoring** and **evaluation** in conjunction with the support they have received.
- Maintain accurate records in our central database and other systems.
- Work in partnership with the rest of the **Delivery Team** to share **best practice** and implement **partnership ideas/opportunities** where appropriate

# Role and Responsibilities

## Volunteer Engagement

- Working closely with the **Nations Delivery Officer** to deploy the volunteer team across the network to support member groups.
- Working closely with the **Volunteer Services Team** to ensure all necessary volunteer processes, including documentation, capturing impact of support are adhered to.

## General Administration (and other responsibilities):

- Ensure **data on your areas' members and volunteers** is kept accurate and **up to date**.
- **General involvement** with **other Sported events** as required such as national team meetings (approx. one every 3 months).



# Person Specification

# Skills and Experience Required

## Essential Experience

- An understanding of the **voluntary/community sports /youth sector**.
- An understanding of the **needs of groups and organisations offering community sport** to disadvantaged young people.
- Experience of working with **partner organisations and stakeholders to deliver projects and programmes**.
- An **understanding** of the **policies and procedures** required to support grant applications.
- Experience of working in a **client facing or membership** support role.
- Clear demonstrable experience of a **confident telephone manner** when speaking to members and stakeholders.
- Clear demonstrable experience of administering or delivering **programmes / projects** to a high standard.
- Experience of **database management**, ensuring confident use of digital systems.
- Ability to research and review information and identify solutions and propose ideas relating to key areas of the work.
- Ability to always maintain a **high level of confidentiality and discretion**.

## Desirable experience

- Experience of recruiting and **managing volunteers**.
- **Experience collecting information** to monitor and evaluate impact.
- Experience of **delivering training and facilitation**.
- Experience of **remote working**.
- **Experience of empowering a network of organisations to work collaboratively**.

## Personal qualities

- Committed to Sported's aims and objectives.
- Be able to demonstrate your willingness and ability to travel around Rhyl and sometimes out of office hours.
- Suitable set-up to work from home – (Laptop/Phone provided by Sported).

# Skills

## Member Engagement & Support

- Skill in executing a clear strategy for engagement, recruitment and support.
- Excellent written and verbal communication skills.
- Knowledge of capacity building practices – incl. fundraising, strategic planning and organisational development.
- Strong analytical, critical thinking and problem-solving skills to provide solutions and advice to member groups.

## Volunteer Engagement & Support

- Collaborative skills to work with volunteer consultants, the volunteer services team and other colleagues to ensure the effective use of volunteers to meet member needs.

## Project Delivery

- Strong project delivery skills and experience to support the delivery of the project.
- Proficiency in providing guidance and support on various projects.
- Proficiency in delivery of workshops and webinars.
- Ability to evaluate and measure impact and make data-driven decisions.

## Administration & General Responsibilities

- Strong organisational skills to ensure accurate and up-to-date data management.
- Proficiency in CRM database systems and Microsoft Suite.
- Proficiency in presenting information clearly and persuasively to internal and diverse stakeholders.

## Other Skills

- Critical thinking skills to analyse challenges and develop effective solutions.
- Excellent teamwork and collaborative skills with internal and external colleagues and partners.
- Resilience in managing multiple responsibilities and deadlines in a dynamic environment.
- Ability to build strong trusted relationships with community and partner organisations.

**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:	<b>Sunday 27 May 2024 at 11.59pm</b>
Notify successful applicants:	<b>Tuesday 4 June 2024</b>
Interviews:	<b>13/14 June 2024</b>
Role commences:	<b>July 2024</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, ideally including a work portfolio. You should also complete our [Equality and Diversity Monitoring form](#).

To apply for this role please complete the application form and send it to [recruitment@sported.org.uk](mailto:recruitment@sported.org.uk)

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:  
[d.barklin@sported.org.uk](mailto:d.barklin@sported.org.uk)

