



London Project Coordinator

June 2024

Spoted
English
Job Information Pack



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 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

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.

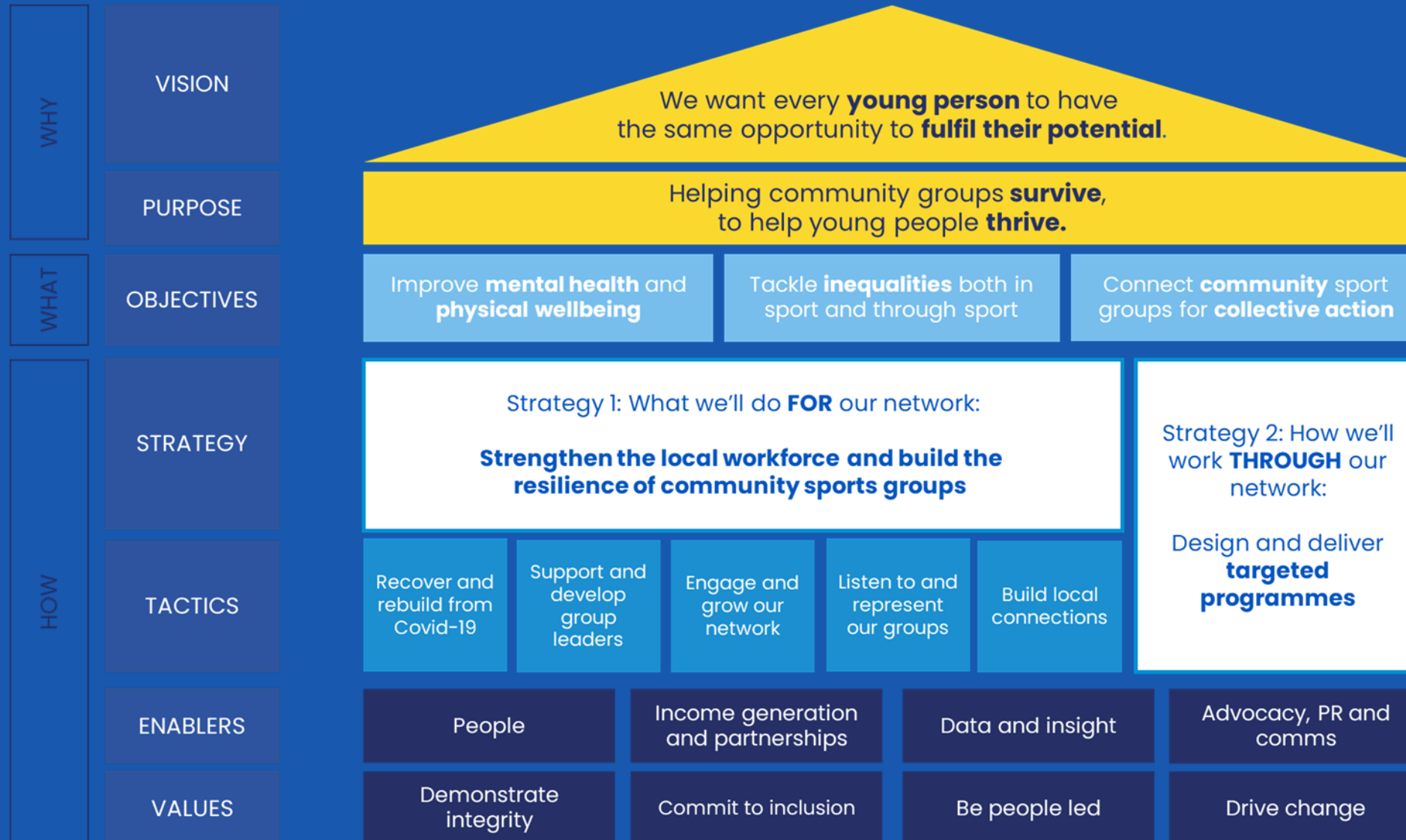
Our vision

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

As the London Project Co-Ordinator for the Go! London project you will lead on Sported's delivery of capacity building support for all community groups that apply for funding. You will provide a tailored service of organisational development support including resource signposting, development and workshop delivery for all applicants at multiple stages of the grants process.

Working closely with the project partners, you will support applicants to Go! London with a comprehensive programme of support resources and events as required to ensure the long-term sustainability and resilience of local community organisations, thereby strengthening the sport and physical activity sector within London.

As a member of our London team, you will work closely with the England National Manager – South, and London Regional Manager to deliver the objectives set out within our Go! London project agreement, proactively coordinating our capacity building support to all fund applicants.

- **Job title: London Project Co-ordinator**
- **Reporting into: London Regional Manager**
- **Hours: 37.5 hours per week (5 days a week)**
- **Contract: 2 year fixed-term with possibility to extend**

- **Salary: £25,000 – £32,000 per annum (Plus London weighting), depending on experience**
- **Location: London – Hybrid working**
- **Annual Leave: 25 days in addition to bank holidays**

Internal relationships:

- England National Manager – South
- London Regional Manager
- Delivery Team
- Communications Team
- Volunteer Coordinator

External relationships:

- Project Partners – Rocket Science & London Youth
- Project Funders – Sport England, Mayor of London, London Marathon Foundation.
- Other Project Stakeholders – London Marathon Events, London Sport.
- Fund applicants and grantees
- Sported members & volunteers
- Sported and community sector partners

Role and Responsibilities

Project Coordination

- Provide coordination and administrative support as required by the London Regional Manager to deliver the Go! London Fund capacity building support.
- Support the creation, curation and delivery of support resources and events as part of the Go! London fund.
- Be the primary contact for a cohort of applicants to encourage maximum engagement with all aspects of the programme.
- Work collaboratively with our project partners at London Youth, to identify needs and support areas for applicants, as well as to deliver our support.
- Lead the management and maintenance of the programme on Sported's relationship database, ensuring information is always up to date.
- Support with the development of the Sported Hub for the Go! London Fund.
- Support with the development of the training opportunities for community sport organisations as part of the programme.
- Work with Volunteer Services to recruit and upskill volunteers once they have been recruited into the programme.
- Work with Sported's Delivery Team to identify areas of collaboration in favor of Go! London groups.
- Co-ordinate regular project meetings and record minutes and actions where required.

Role and Responsibilities

Partner Management Support

- Support the London Regional Manager with the creation of key documents as required by the project stakeholders, funders and partners.
- Attend partner and stakeholder meetings as required.
- Liaise with and present to the project partners and stakeholder in the absence of the London Regional Manager.

Communications

- Work with the Marketing Coordinator to create the schedule of and content of programme relevant communications.
- Support with the development of media content from organisations receiving capacity building support through the Go! London programme.
- Work with the Marketing Coordinator to develop communications for non-members who may be eligible to join the Sported Network.
- Work with the Marketing Coordinator and Volunteer Services team to develop communications for volunteer support with the delivery of the programme.

Monitoring, Data Collection & Evaluation

- Support with collation of reporting data for the funders and partners.
- Support with the development of storytelling case studies.
- Support with the collation and production of impact reports.



Person Specification

Skills and Experience Required

Essential

- Excellent interpersonal and customer services skills, with the ability communicate clearly and confidently with a diverse range of people.
- Organised with an ability to recognise key upcoming requirements, plan ahead and priorities workload with minimal supervision.
- Ability maintain a high level of confidentiality and discretion.
- Able to manage variety of tasks in effective and timely manner.
- Excellent attention to detail.
- A willingness to learn and make a positive contribution to the organisation.
- Excellent written and verbal communication skills.
- Computer literate with a strong working knowledge of Microsoft 365 Suite.

Desirable

- Ability to identify and propose solutions in areas of organisational risk relating to key areas of work.
- An interest in and understanding of not-for-profit sport and community groups.
- Experience of database management.

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.
- Willing to travel to local meetings.

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: **Tuesday 25 June 2024 at 9am**
Notify successful applicants: **Thursday 27 June 2024**
Interviews: **Tuesday 3 & Wednesday 4 July 2024**
Role commences: **ASAP**

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

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:
o.nkendirim@sported.org.uk

