

# Inclusion Officer (LGBTQ+ Lead)

July 2024

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 our Wales team, 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

In our 4-year strategy, 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.

For the next 4 years, we have identified 3 priority areas – **wellbeing, equality and community** – that are both 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

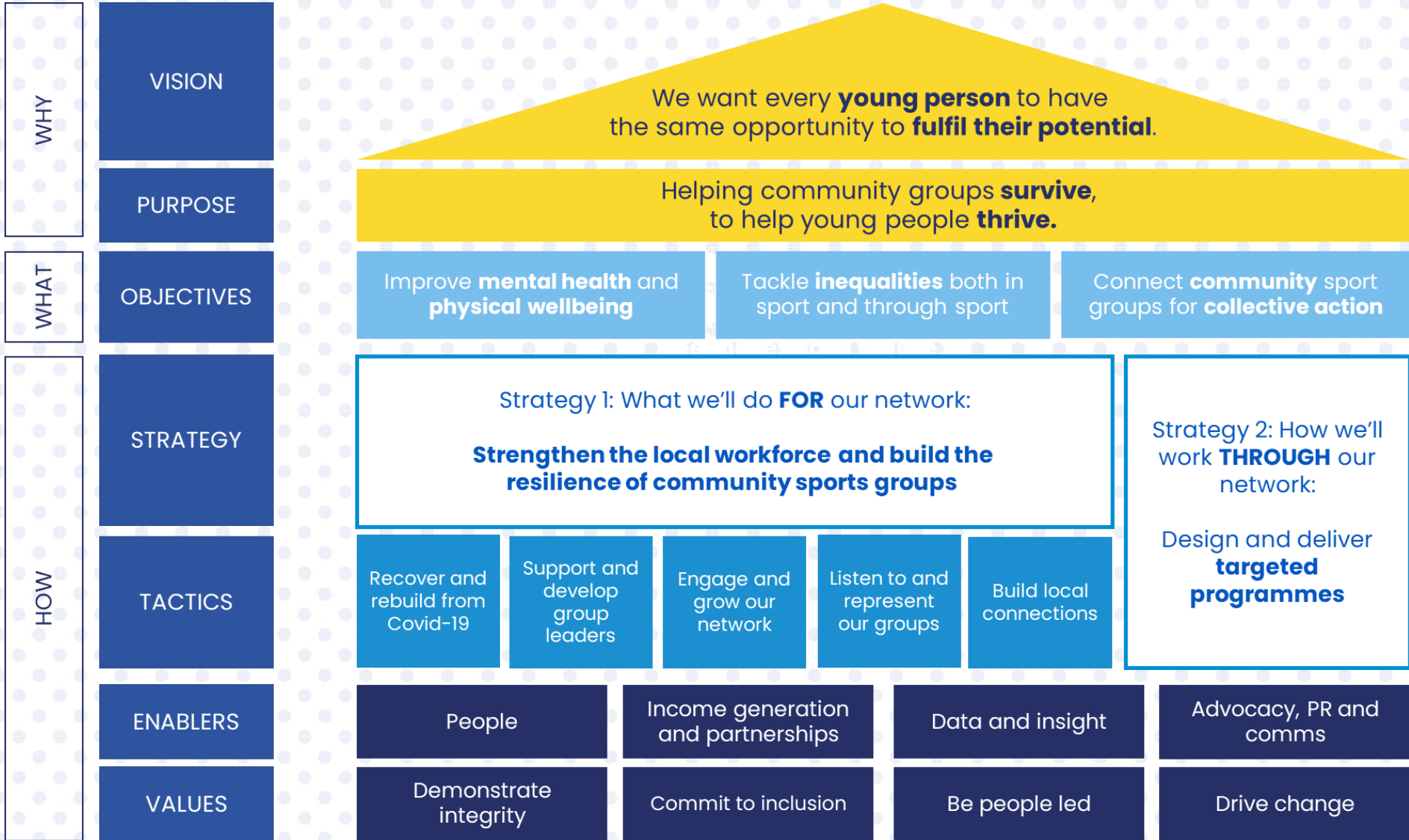
We want every young person to have the same opportunity to fulfil their potential.

## Our purpose

Helping community groups survive, to help young people thrive.



# The Clubhouse



# 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

Spoted is excited to be recruiting a **brand-new position** of LGBTQ+ Lead to join our **EDI& People Team**, helping to deliver our **four-year strategy** and create a **step change in support** for our network.

Spoted is constantly improving the **LGBTQ+ inclusion support** available to our network and is looking for a driven individual to **spearhead** this work. This **innovative role** will lead on supporting groups to establish themselves, develop, and grow. The role is funded through the Actif North Wales Innovation Fund. A key focus of the role will be to deliver our Actif North Wales Inclusion Project in partnership with Pride Cymru. The role will also provide **additional insight** into the **key challenges** faced by individuals, communities and young people across the UK, enabling Spoted to **advocate** on behalf of our network.

As our LGBTQ+ Lead, you will be **passionate** about **making a difference to people's lives** through the **power of sport**. You will bring not only a **strategic ability to connect key strands of work**, but **project management** experience to ensure effective delivery with quantifiable outputs.

<b>Job title:</b>	Inclusion Officer (LGBTQ+ Lead)
<b>Reporting into:</b>	Head of People, Culture & Inclusion & Nations Delivery Officer (North Wales)
<b>Hours:</b>	3 days a week, 22.5 hours per week
<b>Contract:</b>	Fixed-Term Contract for one year
<b>Salary:</b>	£31,830 per annum (pro-rata)
<b>Location:</b>	Home-based with travel across North Wales
<b>Annual Leave:</b>	25 days holiday per year (pro-rata)

## Internal relationships:

- EDI & People Team
- National Managers
- Insight & Strategy team
- Delivery team
- Member Services

## External relationships:

- Spoted members
- Spoted volunteers
- Spoted sector partners
- Funders



# Role responsibilities

## External focus

- Lead the delivery of Sported's Actif North Wales Inclusion Project with the support of our National Delivery Officer (North Wales), ensuring that projects (current and future) are **delivered in a high-quality manner** while successfully **stewarding existing relationships**
- Proactively **identify and cultivate** new relationships with those that could **support Sported's LGBTQ+ inclusion aims**, either financially or non-financially
- Identify and respond to **key external trends in LGBTQ+ inclusion** to ensure Sported remains current and proactive
- Support the Head of People, Culture and Inclusion to **establish and/or manage external relationships** with key **stakeholders in the LGBTQ+ community across the UK**
- **Advise and support Sported team** with developing new partnerships and fundable **programmes of work relating to the LGBTQ+ community**

## Sported Network

- Be the **face of LGBTQ+ inclusion** for the Sported network of members and volunteers in North Wales, working in partnership with the field team and network services to **support with queries and networking**
- Through **insight**, work to understand member's **ongoing issues, needs and views**. Ensure these are **heard within Sported** and help **influence decisions** across the region
- Alongside the delivery of LGBTQ+ inclusion project, **engage with group leaders with an interest and/or expertise in LGBTQ+ inclusion**, developing **pathways to connect groups**, nurturing **peer support** and sharing of good practice
- Support us to **increase the level of lived experience** within our volunteer team across the UK

# Person specification

# Knowledge and experience

## Essential knowledge & experience

- Demonstrable experience in **delivering projects** within an LGBTQ+ Inclusion space
- **Links with key stakeholders** or practitioners within the sports and physical activity sector in North Wales
- Experience of **driving LGBTQ+ inclusive initiatives**
- Strong understanding of the **best practices around LGBTQ+ inclusion** .e.g.
- Experience of **project management** or **coordination**
- Experience in working with and **understanding data**
- Excellent **communication skills** with the ability to **influence** and **support stakeholders** such as member groups, volunteers and colleagues

## Desirable experience

- Good **understanding** of the **sport industry** and its LGBTQ+ **inclusion landscape**
- **Lived experience** of adolescence experienced through an LGBTQ+ lens
- Experience of working in a **membership/network organisation**
- Managing funder relationships
- **Setting up projects** or programmes from conception to delivery
- **Personal network** and connections within the LGBTQ+ sector
- Experience of **working remotely**

# Skills and attributes

## Essential skills & attributes:

- Highly **motivated and self-driven** with an ability to prioritise own workload
- Excellent **communication skills**, both written and verbal
- Strong **influencing and advocacy skills**
- Excellent **attention to detail**
- Strong **interpersonal** and **relationship management** skills
- Innovative, **empathetic**, curious and **courageous**

## Personal qualities:

- **Commitment** to the **mission of Sported and equality, diversity and inclusion**, understanding the positive change sport can make in young people's lives
- **Able** and **willing** to work outside of office hours, as required
- Set up to **work from home**
- **Willing and able 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 timetable

Closing date for applications: **9am on Monday 29 July**

Notify successful applicants: **By Thursday 1 August**

Interviews: **w/c 5 August**

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.

**Please note:** Only successful applicants invited to interview will be contacted. Please assume therefore that if you have not heard from us by 9 August 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](mailto:recruitment@sported.org.uk)