



Scotland National Manager

August 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 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 which has disproportionately affected the most disadvantaged and widened inequalities.

Amidst the gloom, thousands of community sports groups operate throughout Scotland, 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 country'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. Several of our staff are based in Scotland and collaborate closely and we also have a central office in 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**

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

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

Daily Exercise is actively encouraged at Sported

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

Act with
integrity

We **lead** by example

We are honest, open and
trustworthy

We are **diligent** and
committed

We are **accountable** and
learn from our mistakes

Champion
inclusion

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

We **actively** work to create
an inclusive culture

We demonstrate respect
and **equality** for all

We seek and value **lived
experience**

Transform
together

We are **strongest** when
we unite as a team

We are led by the **needs**
of our young people and
our network

We connect and
collaborate across
communities

Drive
change

We act **creatively** to enable
solutions

We challenge ourselves and
others to **improve** and
innovate

We deliver significant
impact through **actions**
large and small

Role overview and Responsibilities

Role Overview

Founded as a legacy of London 2012, Sported is the UK's largest network of community groups, supporting over a million young people in some of the most deprived and underserved communities.

Supporting our mission are our incredible team of over 200 Volunteer Consultants who inject a wide range of professional skills and lived experience that provides invaluable support to the community organisations we support.

Although we are the largest network in the UK, there are many more groups that are volunteer-led and sat outside of traditional structures. Survival is a very real challenge that thousands of these groups face, and we have a responsibility we reach and support even more.

- **Job title: Scotland National Manager**
- **Reporting into: Head of Operations**
- **Hours: 37.5 hours (Full-time) – Would consider 4 days**
- **Salary: £42,436 – £55,000 per annum**
- **Annual Leave: 25 days in addition to bank holidays**
- **Location: Home based (with frequent travel across Scotland and occasionally England)**

Our ambition is to double our network in Scotland to 500 groups in the next three years, and in doing so, helping to transform the lives of thousands more disadvantaged young people.

As Scotland National Manager, you will spearhead our work in Scotland, developing exciting new partnerships and programmes, providing strategic direction and ensuring Sported's operational plan and KPIs are delivered.

This influential role will involve identifying strategic partners and building strong relationships with potential and current funders of our work. Alongside this you will directly line manage a team of 2.

Role and Responsibilities

Strategic Partnerships & Relationships

- Identify & develop strategic partnerships with a **range of stakeholders**, including **government departments, councils, business and sporting governing bodies**, to maintain Sported's strategic position in Scotland and to secure funded partnership work.
- Work with our central teams to maintain **strong strategic relationships** with key partners such as sportscotland, the Garfield Weston Foundation and Lottery Scotland.
- Successfully **steward existing and proactively identify and cultivate new relationships** with those that could support Sported in Scotland, with a particular focus on those providing financial support.
- Seek opportunities to **represent Sported in Scotland** which benefit our profile, reputation and credibility as a thought leader and opinion former, contributing to national discussion and policy.

Strategic Direction

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

Role and Responsibilities

Income Generation

- **Work with Fundraising & Partnerships team** to identify, engage and bid for funding contacts, opportunities, and partnerships for Sported in Scotland.
- **Track and report progress regularly on income generation** against Sported targets, seeking support from SLT, trustees and others as required.
- Proactively **identify innovations and emerging trends** in delivery with Fundraising team for potential funding.
- Collaborate with Fundraising Team and Marketing to ensure Fundraising and Communications priorities and plans, as they relate to Scotland, are **delivered effectively**.

Management of Scotland Delivery Team

- Provide **leadership and direct management** support to the Scotland delivery team to ensure objectives and targets are on track.
- Manage and **prioritise resources** to ensure KPIs are achieved.
- Hold overall **responsibility for Scotland engagement, utilisation and satisfaction targets**, plus other delivery KPIs in line with relevant organisational/partnership strategies and take corrective action when these are not being met.
- **Contribute to reports** and updates at a Scotland and UK level to evidence work of Sported.
- Identify, develop and provide strategic oversight for **projects** within Scotland, ensuring they are **delivered in a high-quality manner**.
- Align and collaborate with the rest of the Delivery Team, Member Services and Marketing & Communications teams to **ensure efficient co-ordination of services to members**.
- Work alongside National Managers to **influence and direct operational strategies**, policies and procedures.
- **Build links and inject a Scottish lens** across all Sported's departments and a diverse team.



Person Specification

Experience and Knowledge

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 Scottish Government, councils, sportscotland, governing bodies, corporate partners and other stakeholders.
- Excellent **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.

Experience and Knowledge

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 Delivery Team, as well as the Insight, Fundraising and Marketing teams.
- Familiarity with fundraising and communication strategies to align and deliver plans effectively.

Team Management

- **Leadership and management skills** to provide support to the Scotland Delivery team.
- **Performance management skills**, including experience of 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.

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: **Friday 13 September 2024 at 9am**

Notify successful applicants: **w/c 16 September 2024**

Interviews: **24 and 30 September 2024 (First / Final round)**

Role commences: **October 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 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

If you have any questions about the role, please contact:
recruitment@sported.org.uk