



# Network Co-Ordinator (Part-Time)

Dec 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

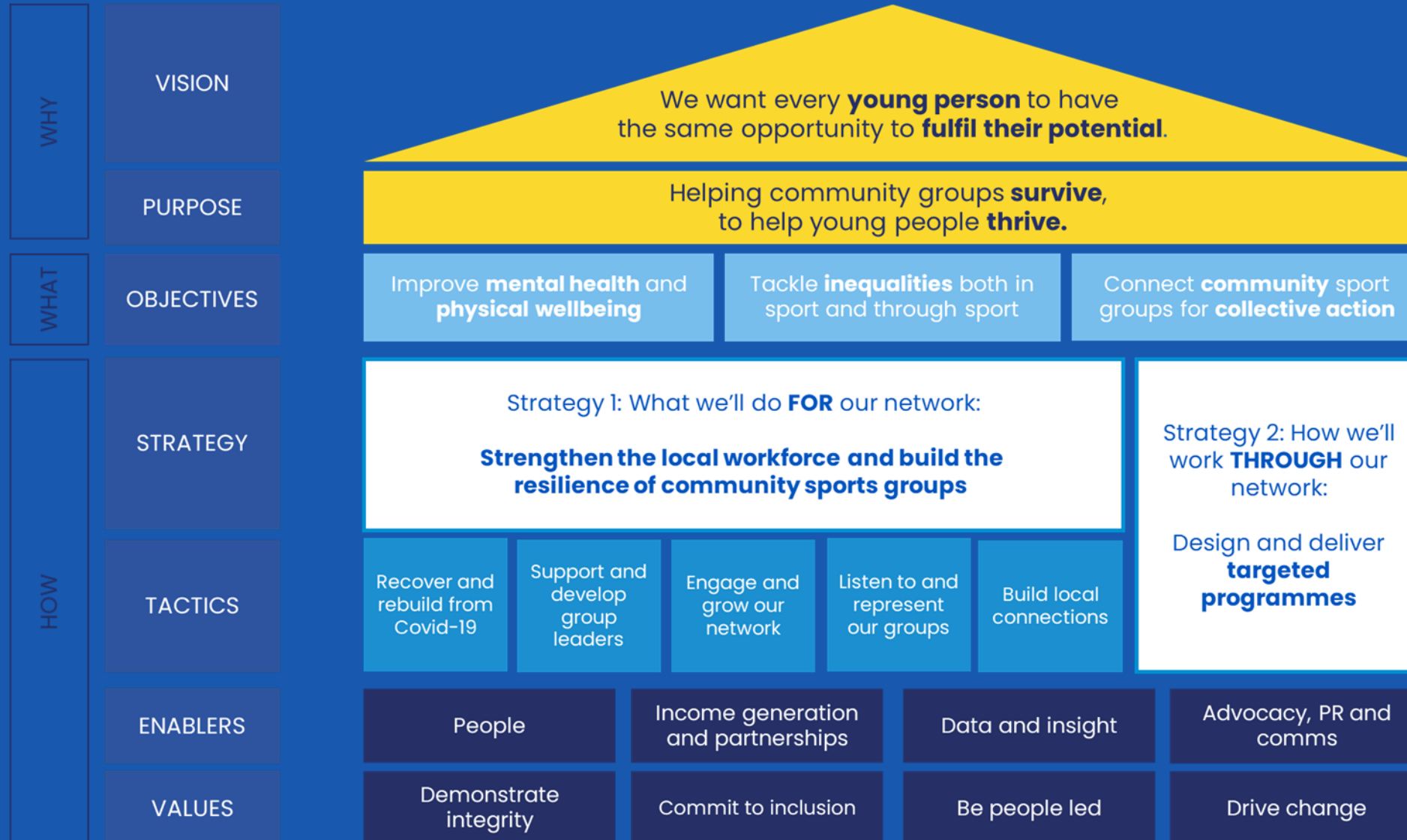
**We want every young person to have the same opportunity to fulfil their potential.**

## Our purpose

**Helping community groups survive, to help young people thrive.**

# The Clubhouse

Sported's Organisational Strategy – [Reach, Include, Empower 2021-2025](#)



# 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 indeed our Sported members

**Study Leave** - Up to five days paid study leave (for any self-funded education/training)

**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

This role is one of two Network Co-Ordinators being created as part of the Westminster Foundation Project. This five-year project will help us work with groups in the localities to better understand the challenges that rural deprivation presents for groups who want to create opportunities for young people to become physically active.

Your primary role will be to support community groups in rural communities surrounding the Abbeystead Estate, facilitate relationships with strategic stakeholders to enhance your work, and empower and support the network to work in collaboration for the benefit of the Area and its people beyond the 5 years of the project.

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:** Project Manager
- **Hours:** 22.5 hours – 3 days a week equivalent (Part Time)
- **Contract:** 5 years (possible extension funding dependant)
- **Salary:** £26,500 – £28,000 (Pro-rata)
- **Location:** Home working must be based in Lancaster or surrounding areas
- **Annual Leave:** 25 days (Pro-rata) – in addition to statutory bank holidays

## Internal relationships:

- North-West Regional Manager
- England Delivery team
- 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 / Regional government
- Voluntary Sector including youth sector



# Role and Responsibilities

## Delivery

- To co-ordinate the development of The Lancashire community network, engaging local organisations and partners to grow and sustain the network.
- Build strong relationships with community groups, other stakeholder and community networks in the surrounding areas to Abbeystead.
- To support local community organisations and their leaders to identify their priorities and support them to grow and sustain activity, increasing their sustainability/resilience through Sported's core offer
- To identify, develop relationships with statutory providers and other strategic partners to improve connectivity with the grassroots
- To host networking events – Face to face and online
- To be part of the Sported Team that initiate our model of delivery in a rural setting.
- Work with Sported's insight team to deliver data based insight to inform future work
- To work with existing networks and providers to develop a youth forum opportunity
- Work in partnership with the rest of the Delivery Team to share best practice and implement partnership ideas/opportunities where appropriate
- Maintain accurate project administration, including project measurement, evaluation and feedback as required to achieve agreed project outcomes.
- Working closely with the Nations Delivery Officer to deploy the volunteer team across the network to support member groups.



# 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**.
- Clear demonstrable experience of administering or delivering **programmes / projects** to a high standard.
- Experience of working in a **client facing** support role.
- Clear demonstrable experience of a **confident telephone manner** when speaking to members and stakeholders.
- 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 empowering a network of organisations to work collaboratively**
- **Experience collecting information** to monitor and evaluate impact.
- Experience of recruiting and **managing volunteers**.
- Experience of **delivering training and facilitation**.
- Experience of **remote working**.
- An **understanding** of the **policies and procedures** required to support grant applications.

## Personal qualities

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

# Skills

## Group 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.

## 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.
- Collaborative skills to work with all partners within the project

## 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: Friday 31 January 2025 at 9am  
Notify successful applicants: Friday 7 February 2025  
Interviews: Informal telephone interviews (10 min) on Friday 1 February 2025 and second-round interviews on Friday 24 February 2025 (online)  
Role commences: February 2025

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)

If you have any questions about the role, please contact:  
[recruitment@sported.org.uk](mailto:recruitment@sported.org.uk)