



Northern Ireland Delivery Officer – East (Part-Time)

Feb 2025

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

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.

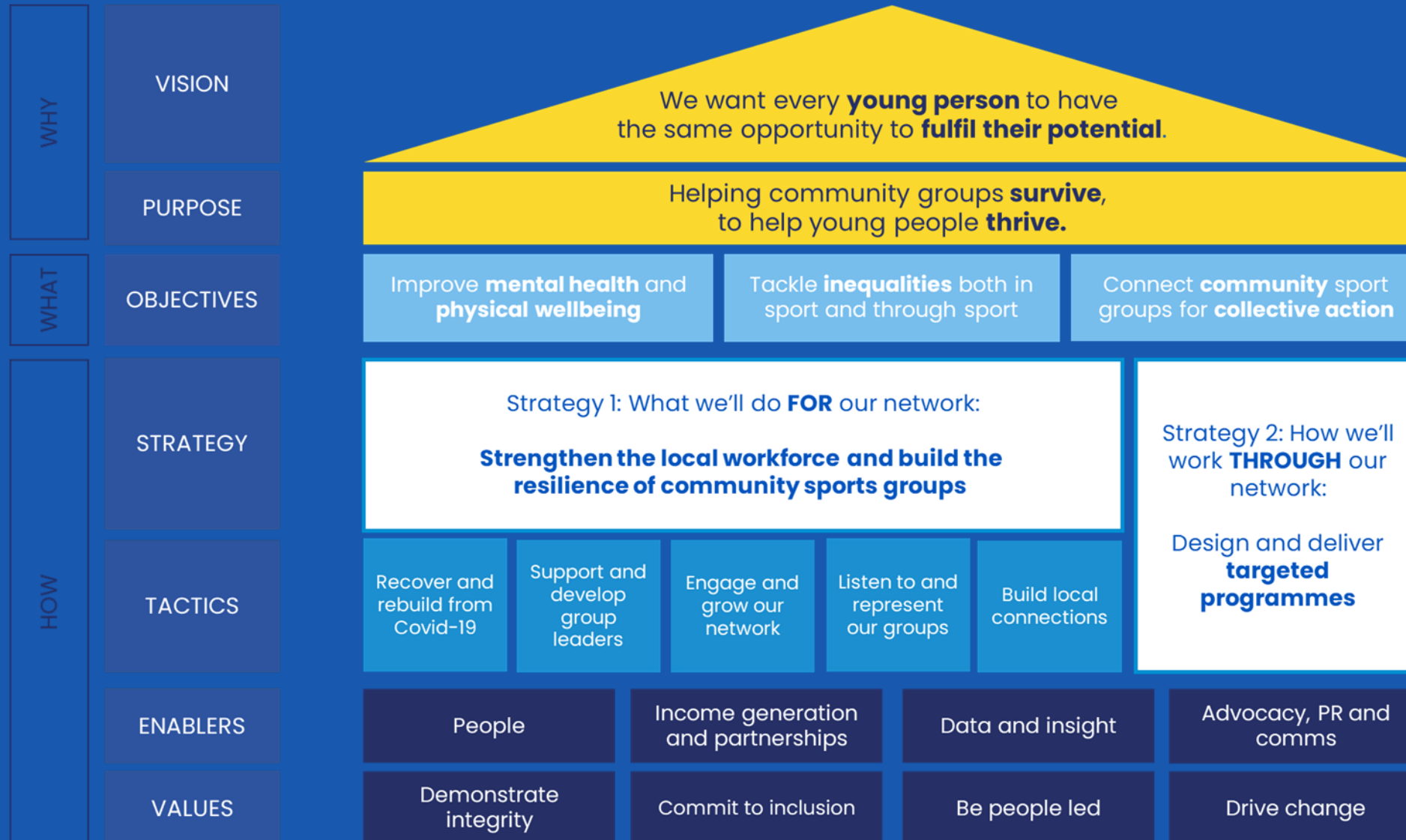
Our vision

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 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 is an **exciting time** to join Sported as our NI Delivery Officer. 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 a key point of contact for our network across the Eastern counties of NI (including Belfast), you will ensure our members are appropriately engaged and supported with a range of services and benefits, including direct support from our pool of volunteer consultants. You will support and **develop key partnerships** within the region and **deliver specific projects** according to **regional and organisational priorities**.

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:** NI Delivery Officer - East
- **Reporting into:** NI National Manager
- **Hours:** 22.5 hours – 3 days a week equivalent (Part Time)
- **Contract:** Permanent
- **Salary:** £26,500 – £28,000 (Pro-rata)
- **Location:** Home working - within a commutable distance to Counties Antrim, Down and Armagh
- **Annual Leave:** 25 days (Pro-rata) – in addition to statutory bank holidays

Internal relationships:

- NI National Manager
- NI 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 government
- Voluntary Sector including youth sector

Role and Responsibilities

Sported Network:

- Accountable for the member engagement plan in Northern Ireland
- Deliver against the Sported engagement plan in NI to meet objectives and KPIs
- Build strong relationships with the Sported Northern Ireland Membership, identifying areas of need and trends from the NI network
- Deliver and organise specific Sported member events to foster engagement and provide capacity-building training
- Signpost members to Sported member services and benefits for support or to external partners where required
- Keep the Sported membership database and other spreadsheets up to date
- Support with content creation for NI member communications.

Volunteers:

- Recruit, train and manage a team of Sported volunteers across NI
- Work closely with Sported's volunteers, setting up placements with member groups
- Produce and administrate the required documentation and due diligence processes for aligning volunteer resource
- Deliver and organise specific Sported volunteer events, including training
- Support with content creation for NI volunteer communications

Role and Responsibilities

Projects:

- Support the Project Managers to deliver against key projects in Northern Ireland, including development and delivery of training, and managing volunteers
- Support the Project Managers to develop new projects in Northern Ireland, identifying areas of member need
- Lead on required project administration on projects in Northern Ireland

General Administration and other Responsibilities:

- Support the Sported NI National Manager in the administration of Sported operations across Northern Ireland
- Liaise and work with Sported's Central Team including Member Services, Evidence and Learning, Volunteer Services, Marketing and PR
- Identify and develop partnerships with relevant agency officers to support in the identification of member groups and potential project opportunities
- Attend events as appropriate to promote Sported to relevant groups
- Management of NI social media channels
- Any other duties as appropriate for the role



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.
- To travel around Northern Ireland and sometimes out of office hours.
- Suitable set-up to work from home – (Laptop/Phone provided by Sported).

Skills

Network 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.
- 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: Monday 31 March 2025 at 9am

Notify successful applicants: ASAP after closing date

Informal Phone Interviews: Wednesday 2 April & Thursday 3 April 2025

Final-round Interviews: w/c Monday 7 April 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 Diversity and Monitoring questions in the application 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