



National Delivery Officer – Mid and West Wales (Full-Time)

March 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 Wales delivery team is local to our members and resides across the nation, supported by 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 5,000 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.

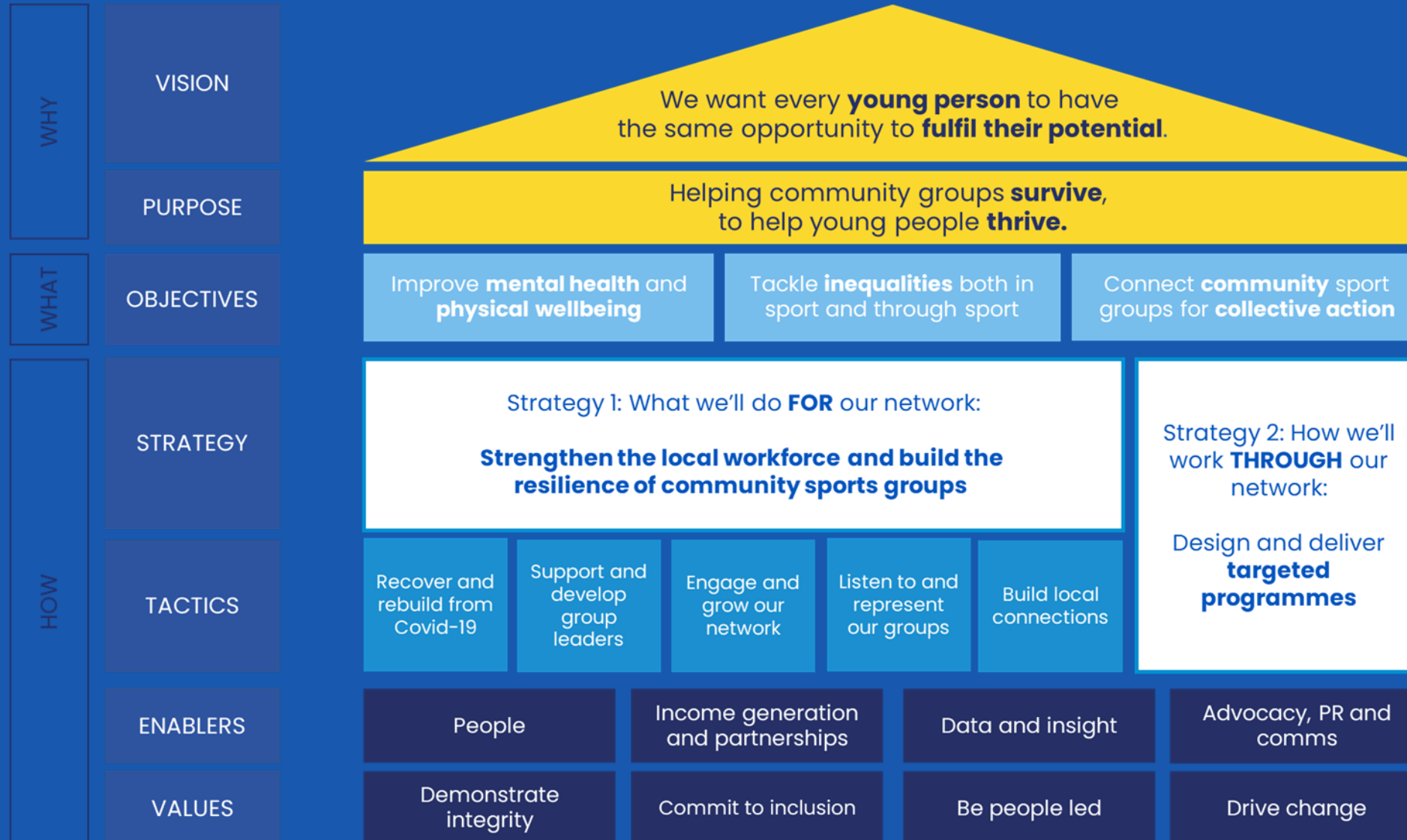
Our vision

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 National Delivery Officer covering the Mid and West Wales. 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 Mid and West Wales area, 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**. Accountable for the delivery of projects and operations in agreed regions within Wales.

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:** National Delivery Officer (Mid and West Wales)
- **Reporting into:** Wales National Manager
- **Hours:** Full-Time, 37.5 hours per week, 5 days a week
- **Contract:** Fixed-Term (1 Year)
- **Salary:** £27,300 – £29,000 per annum
- **Location:** Home working – within a commutable distance to Mid and West Wales
- **Annual Leave:** 25 days in addition to statutory bank holidays

Internal relationships:

- Wales National Manager
- Wales Partnerships Manager
- Wales National Delivery Officers
- Wales 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

- To grow and support Sported's Network of community sport groups in-line with Regional & National plans.
- To develop strong supportive relationships with network groups enabling Sported to best support the groups and communities served through our work.
- To co-ordinate and administer the arrangements for meetings, workshops and events for Sported's Network of groups.
- To manage the delivery of Volunteer Consultant Placements.
- To establish, support and develop geographical and thematic Networks of groups in-line with regional and National Plans to support our Place Based approach to delivery.
- To ensure Sported's network is aware of and is accessing relevant support from Sported and partner agencies.
- Support the effective delivery of Sported's grant delivery.

Sported Volunteer Consultants

- To develop and strengthen the Volunteer Consultant Team in Wales, recruiting new volunteers in to support community groups.
- Build strong relationships with the Volunteer Consultants and manage the delivery of 1-1 capacity building interventions with community groups.
- To manage the process of aligning the Volunteer Consultant resource to the needs of the groups, setting up placements with member groups.

Role and Responsibilities

Partnerships

- To identify and develop partnerships with relevant regional and local organisations that further and contribute toward Sported's mission, strategy and plans in Wales.
- To deliver presentations in person and online to partners and other stakeholders.
- Represent Sported at local and national events.

Reporting and Administration:

- Keep the Sported membership database and other spreadsheets and documentation up to date.
- Collate statistics and other information, and use the data to produce reports or summaries.
- To liaise and work collaboratively with Sported's Central Functions including Network Services, Evidence and Learning, Partnerships and Marketing and Communications.
- Any other duties as appropriate for the role.



Person Specification

Skills and Experience Required

Essential Experience

Experience and Knowledge

- Experience of **project management** and operations within the community, sports or youth sector.
- Strong **understanding of community, sports and youth groups** and their needs.
- Experience in **volunteer management and capacity building**.

Skills and Abilities

- Excellent interpersonal and **communication skills, both written and verbal**.
- Ability to **build and maintain strong relationships** with diverse stakeholders.
- **Strong organisational skills** with the ability to manage multiple tasks and priorities.
- **Proficiency in using databases** and spreadsheets for reporting and administration.

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

- Willingness to travel throughout Wales on a regular basis for the purpose of liaising with groups, volunteers, partners and staff team alike.
- Willingness to work some evenings and weekends where appropriate.
- Willingness to travel in the UK periodically for staff meetings.
- Access to own transport (car).
- Suitable set-up to work from home – (Laptop/Phone provided by Sported).

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 7 April 2025 at 9am

Notify successful applicants: Wednesday 9 April 2025

Informal Phone Interviews: Friday 11 April 2025 (via MS Teams)

Final-round Interviews: Tuesday 15 April and Wednesday 16 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