



Northern Ireland Delivery Officer – West (Part-Time)

October 2025

Sported
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 five years. 80% of young people note their mental health has worsened in recent months and youth unemployment is at an all-time high. Equally, grassroots sport remains underfunded and undervalued – and local clubs and communities lack the resources and expertise they need to make the difference.

These organisations 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 sits at the heart of the UK's largest network of community sports groups and we exist to provide our groups with the resources and funding needed to ensure that everyone, and every community, has equal access to the life-changing benefits of sport.

If successful, you'll join a remarkable Sported team of around 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, with 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. Our purpose, in supporting them, is to create sustainable grassroots sports clubs, deliver high impact programmes, distribute funding and be a trusted source of Research and Advocacy.

For more information about Sported, our services, and our impact, please visit 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 the amazing organisations we help.

Yours faithfully,

Sarah Kaye
Sported CEO



Strategic Framework

**We unleash the power of grassroots sport
to transform lives and strengthen communities**

Our mission

To ensure every community has access to the life-changing benefits of sport, we deliver vital support to the local heroes who make it all possible.

Our goals

- To ensure **opportunities for everyone**
- To improve **health & wellbeing**
- To empower **communities**



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 Spaces'** where the team supports each other and educates 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 **strengthening communities and transforming lives** – knowing that our support is a **genuine lifeline** for **small grassroots groups** and those they support.

As a key point of contact for our network across the Western counties of NI, you will ensure groups 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, volunteers and partners.

- **Job title:** NI Delivery Officer – West
- **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 Co. Fermanagh, Tyrone and Derry/Londonderry
- **Annual Leave: holidays** 25 days (Pro-rata) – in addition to statutory bank

Internal relationships:

- NI National Manager
- NI Support Officer
- Nation Teams
- Delivery Team & Volunteer Services
- Marketing & Communications
- Insight & Network Services
- Strategic Leadership Team
- Sported Volunteer Consultants

External relationships:

- Sported network groups
- Local partner organisations
- Community organisations
- Local government
- Voluntary Sector including youth sector



Role and Responsibilities

Sported Network:

- Accountable for the network 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 network, identifying areas of need and trends locally
- Deliver and organise specific Sported events to foster engagement and provide support and training
- Signpost organisations to Sported services and benefits for support or to external partners
- Keep the Sported database and other spreadsheets up to date
- Support with content creation for our communications.

Volunteers:

- Recruit, train and manage a team of Sported volunteers across NI
- Work closely with Sported's volunteers, setting up placements with 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 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 need for our network
- 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 Network Services, Evidence and Learning, Volunteer Services, Marketing
- Identify and develop partnerships with relevant agencies to support in the identification of new 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.
- Be able to demonstrate your willingness and ability to travel, 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 27 October 2025 at 9am
Notify successful applicants: ASAP after closing date
Informal Phone Interviews: Wednesday 29 October 2025
Final-round Interviews: Tuesday 4 November 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 which is Mandatory – Link here: **Diversity and 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:
J.Rankin@sported.org.uk

