



People Administrator

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

We are looking to recruit a **People/HR administrator** to join our 50+ strong UK wide team, reporting into SLT.

This is an **exciting time to join Sported** as we continue to grow and diversify. As People Administrator, you'd provide a person-centric focus, have great communication skills and the ability to cultivate and shape a positive working culture. You will be an energising influence across an organisation **delivering vital support that is a genuine lifeline for small grassroots groups** and the young people they support.

The role is the **main point of contact for all operational support and advice** on people matters: you'll ensure the day-to-day elements run smoothly so that key deliverables and organisational objectives can be met. You will **own and develop** our **recruitment and onboarding** process.

As People Administrator you will **ensure our internal communication is strong** and support the team as we continue to **build** and **monitor an inclusive team culture**.

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:** People Administrator
- **Reporting into:** SLT
- **Hours:** 18.75 per week, ideally some hours each day
- **Contract:** Permanent
- **Salary:** FTE £25,300-£27,300 depending on experience
- **Location:** Work from home
- **Annual Leave:** 25 days (Pro-rata) - in addition to statutory bank holidays

- UK wide team
- Senior Leadership Team (SLT)
- Line Managers
- External HR Company
- Recruitment agency
- Training providers



Role and Responsibilities

- **First line contact** for managing the day-to-day HR requirements of the organisation
- **Running all recruitment activity including** providing **support to hiring managers** during interviews as well as providing **advice** on appropriate **interview and selection methods** and best practice
- Timely **administration of onboarding process** including clearance checks, referencing, contracts
- Coordinating on-boarding for new joiners, including any specific inductions into People/HR systems, processes, and procedures
- Reviewing and **updating job descriptions** and organisational **structures**
- **Liaising with external HR company to provide employment law advice** and support line managers with employment issues)
- **Oversee external reviews** of all HR/organisational policies and staff handbook etc.
- **Development and upkeep of Human Resources systems** (Worknest)
- **Coordination** of performance management cycles and ensuring the HR system is **utilised to its fullest capacity**, ideally as self-service
- **Producing summary reports** of training, learning and development needs from the **performance review process** to **support the Senior Leadership Team (SLT)** on training needs analysis
- Supporting the SLT on **ad hoc projects to enhance the People provision**
- Being involved in **internal employee engagement initiatives** as well as administering employee satisfaction surveys and collating results
- Being involved in organising our UK-wide **team gatherings**
- **Monitoring and supplying of equipment** e.g. laptops, mobile phones
- **Support and guidance** for line managers regarding their **HR and personnel responsibilities**
- **Deliver the exit interview process** and ensuring that themes and wider learning is applied to organisational development
- Organise relevant **internal training** e.g. annual safeguarding through our on-line training portal



Person Specification

Skills and Experience Required

Essential Experience

- Experience in an **HR/People** role
- A **strong background in administration** of the end-to-end people processes
- **Experience of** managing **recruitment** and **onboarding** in previous roles
- Experience of **working** with **HR Systems**, **data management**, and **reporting**
- Experience of **rolling out new policies** and **procedures** to ensure compliance
- Comfortable **working in a standalone role** or one where you operate **autonomously**

Desirable experience

- Strong **understanding** of **all aspects** of **Microsoft365**

Skills

HR

- Confident understanding and application of a range of HR practices
- Experience with managing recruitment, including best practice for job advertising and interviews
- Experience of working with HR systems, data management, and reporting
- Experience of rolling out new policies and procedures to ensure compliance
- Awareness of importance of maintaining confidentiality

General

- Very strong organisational skills
- Competent at managing competing priorities in a fast-paced environment
- Strong administrative skills, working alone and as part of a small team
- Excellent written and verbal communication

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: 29 October 2025

Notify successful applicants by: 31 October 2025

Interviews: W/c 3 November and/or w/c 10 November 2025

Role commences: W/c 2 December

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 **must** also complete our Equality and Diversity Monitoring form – **Link here: <https://www.surveymonkey.com/r/WV7WV7Y>**

If you have any questions
about the role, please
contact:
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