



# Spoted Regional Delivery Officer 2025 – London, Full-Time

November 2025

Spoted  
Job Information Pack



# Note from our CEO

Thank you for expressing an interest in this important and exciting role.

Every day across the UK, sport is used as a tool to improve lives, connect people and strengthen communities. But grassroots sport remains underfunded and undervalued. Local clubs and communities often lack access to the resources and expertise required to sustain or grow their activities, particularly in under-served communities. Access to sport isn't equal and sport isn't benefitting those who need it the most.

We are the UK's largest network of community sports groups across the UK (5,000) and we exist to provide vital support, resources and funding to the local heroes who make it all possible, ensuring that every community has access to the life-changing benefits of physical activity.

We provide our groups with the help needed to remain sustainable and deliver their services to those most in need. Our network has a powerful role to play in addressing growing inequalities and issues in society.

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 groups 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, supporting the leaders of our groups to build the effectiveness and sustainability of their organisations ... all so that they can do what they do best: positively influence and improves lives in communities across the 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 a Regional Delivery Officer in England.

We are recruiting for a number of roles across England in different locations, for varying hours. These are detailed within the next page.

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 communities they support.

As a key point of contact for our network in London, you will ensure our groups are appropriately engaged and supported with a range of services and benefits, including direct support from our pool of volunteer consultants.

Supporting and developing key partnerships within the region, your role is critical in delivering 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:** **Regional Delivery Officer (South)**
- **Reporting into:** **Area Manager**
- **Hours:** **Full-Time, 37.5 hours per week, 5 days a week**
- **Contract:** **Fixed-term until March 2027, reviewed at that point**
- **Salary:** **£27,318** (band £27,318 - £34,967 for individuals to progress upwards within after exceptional performance)
- **Location:** **London**
- **Annual Leave:** **25 days** in addition to statutory bank holidays

## Internal relationships:

- Area Manager
- Head of Operations
- Delivery Team incl. Volunteer Services
- Network Services team
- Insight & Strategy
- Strategic Leadership Team
- Sported Volunteer consultants

## External relationships:

- Sported groups
- Sported Volunteer Consultants
- Regional partner organisations
- Community sports providers
- Local government
- Voluntary Sector including youth sector
- Funders
- Regional Media



# Sported England Delivery Areas

## Vacancies

### North:

- 1 x full-time role
- 1 x 0.5 (2,5 days per week)
- One of these roles will be based in Yorkshire, and one in the North-West region – in proximity of Manchester or Merseyside. We are flexible about which is part-time and which is full-time, so please state your preference.

### East:

- 1 x 0.5 FTE (2.5 days a week) – Cambridge, Norfolk and Suffolk.
- 1 x full-time – Bedfordshire, Buckinghamshire, Essex and Hertfordshire

### West

- 1 x full-time role based in Birmingham, Oxfordshire or Warwickshire

### South

- 1 x full-time role based in Bristol, Cornwall, Devon, Somerset, Wiltshire or Dorset
- 1 x full-time role based in London
- 1 x 0.4 FTE (2 days per week) based in Surrey, Sussex, Hampshire or Berkshire





# Role and Responsibilities

## Groups: Engagement & Growth

- In conjunction with the Area Manager **deliver** a clear **strategy** for **group engagement, support** and **recruitment** in your area in support of organisational **KPIs and Projects**.
- Be the **primary point of contact for Sported groups** within your area (Area/designated counties?) and **support them** with their own capacity building /organisational development.
- Promote Sported services to current and potential groups, and process new group application and conduct onboarding calls.
- Support content creation for group communications, including utilisation of relevant social media platforms, channels and other alternative communication methods.
- Build strong relationships with the Sported network, identifying areas of need and trends from the Area.
- Promote and engage groups with our services and benefits, ensuring they are aware of how to **access the Sported Hub**.
- Provide **support to groups on elements of capacity building** – e.g. fundraising, strategic planning, health checks & sustainability.
- **Support** Sported groups with **completion of relevant monitoring** and **evaluation** in conjunction with the support they have received.
- Maintain accurate records in our central database and other systems.
- Work in partnership with **the rest of the Delivery Team** to share **best practice** and implement **partnership ideas/opportunities** where appropriate

## Delivery and Projects

- To **support the delivery of current and future group projects** within the Area including the development and delivery of necessary support, and the deployment of volunteer consultants where necessary.
- Maintain **accurate project administration**, including project measurement, evaluation and feedback as required to achieve agreed project outcomes.
- **Support the development of new project ideas** within your area, identifying areas of group need or areas of focus.



# Role and Responsibilities

## Volunteer Engagement

- **Working closely with the Area Manager** **deploy** the **volunteer team** across the area to support group groups.
- **Support the recruitment of volunteers** across the area in line with the specific requirements for the region and in line with organisational priorities.
- Working closely with the Volunteer Services Team to ensure all necessary volunteer processes, including documentation, capturing impact of support are adhered to.
- **Support the delivery** of the Sported **Volunteer programme** delivering regional networking events, facilitate and support the development of volunteers.

## General Administration (and other responsibilities):

- Support the Area Manager in the administration of Sported operations across the area.
- Ensure **data on your areas' groups and volunteers** is kept accurate and **up to date**
- **General involvement** with **other Sported events** as required such as national team meetings (approx. one every 3 months).



# Person Specification

# Key Experience Required

## Essential Experience

- An understanding of the **voluntary/community sports sector**.
- An understanding of the **needs of groups and organisations offering "sport for good"**.
- Experience of working with **partner organisations and stakeholders to deliver projects and programmes**.
- An **understanding** of the **policies and procedures** required to support grant applications.
- Experience of working in a **people-facing or group** support role.
- Clear demonstrable experience of being a **confident communicator** when speaking to groups and stakeholders.
- Clear demonstrable experience of administering or delivering **programmes / projects** to a high standard.
- Demonstrable experience of working in a skilled **administration role**, with excellent **understanding of skills required** to deliver **high level admin support**, ideally in a relevant sector.
- 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 **recruiting and managing volunteers**.
- **Experience collecting information** to monitor and evaluate impact.
- Experience of **delivering training and facilitation**.
- Experience of **remote working**.

## Personal qualities

- Committed to Sported's aims and objectives.
- Be able to demonstrate your willingness and ability to travel across your area and occasionally across England as required, sometimes out of office hours.
- Suitable set-up to work from home – (Laptop/Phone provided by Sported).
- Confident working independently, while being part of a dispersed team.

# Key Skills & Knowledge Desired

## 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 group 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 group needs.

## Project Delivery

- Good project delivery skills and experience to support the delivery of current and future projects.
- 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.

## 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.

**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: 09:00 Monday December 1

Notify successful applicants by: 5 December 2025

Interviews: w/c December 8th

Role commences: **January 2026**

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](#) – <https://www.surveymonkey.com/r/L8RLCSH>

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