



Sported
Network Co-Ordinator (Highlands)
Fixed term until December 2029

June 2026

Sported
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 58 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

**SPORTED**

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 role is one of two Network Co-ordinator positions supporting the Westminster Foundation-funded programme. Now in its second year, this five-year project is focused on strengthening community sport and physical activity opportunities for young people across rural Scotland. Working closely with local groups and partners, the programme aims to better understand and address the challenges of rural deprivation, helping organisations build their capacity and create more opportunities for young people to be active, develop skills, and thrive.

This role will focus on supporting groups and partners across the Highlands region, helping to grow local networks, identify community needs, and ensure organisations can access the support required to maximise their impact.

As a key point of contact for our network in your region, 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:** Network Co-ordinator (Highlands)
- **Reporting into:** Scotland National Manager
- **Hours:** Full-Time, 37.5 hours per week, 5 days a week
Flexible working arrangements, including a 4-day working pattern, may be considered for the right candidate.
- **Contract:** Fixed-term until December 2029
(possible extension funding dependant)
- **Salary:** £27,318 – £32,000 dependant on experience
- **Location:** This is a **home-based role** covering the **North Highlands** region, including Sutherland, Dornoch and Dingwall. Applicants should be based within a reasonable commuting distance of the area. Shared workspace facilities may also be available where required.
- **Annual Leave:** 25 days in addition to statutory bank holidays

Internal relationships:

- Lancaster Network Co-ordinator
- Scotland National Manager
- Scotland Delivery Team
- 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

Role and Responsibilities

Groups: Engagement & Growth

- In conjunction with the Project 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 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

Role and Responsibilities

Delivery and Projects

- To co-ordinate the development of The Highlands community network, engaging local organisations and partners to grow and sustain the network.
- Build strong relationships with community groups, other stakeholder and community networks in The Highlands.
- To support local community organisations and their leaders to identify their priorities and support them to grow and sustain activity, increasing their sustainability/resilience through Sported's core offer
- To identify, develop relationships with statutory providers and other strategic partners to improve connectivity with the grassroots
- To host networking events – face to face and online
- 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.
- To work with existing networks and providers to develop a youth forum opportunity
- Work in partnership with the rest of the Delivery Team to share best practice and implement partnership ideas/opportunities where appropriate
- Maintain accurate project administration, including project measurement, evaluation and feedback as required to achieve agreed project outcomes.

Role and Responsibilities

Volunteer Engagement

- **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):

- 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 empowering a network of organisations to work collaboratively**
- Experience of **recruiting and managing volunteers**.
- **Experience collecting information** to monitor and evaluate impact.
- 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 across your area and 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.
- Driving licence & access to a car

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: **09:00am Friday 19 June 2026**

Notify successful applicants by: **24 June 2026**

Interviews: **30 June and 1 July 2026**

Role commences: **July 2026 or as soon as possible**

We reserve the right to close this advertisement early should we receive a high volume of suitable applications

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/9JJKDBJ>

**If you have any questions about the role, or require any reasonable adjustments to apply, please contact Ailidh:
a.hood@sported.org.uk**