



Sported Regional Delivery Officer East

Covering Buckinghamshire, Bedfordshire, Essex and Hertfordshire – Full-Time

August 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 55 people with backgrounds and specialisms ranging from social/youth work and business development to sport development and social research. 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

In house virtual training sessions where staff learn from each other on a variety of subjects related to our work

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

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)

Wellbeing days – Up to two days paid wellbeing days each year.

Personal growth is a key component to the success of our organisation. At Sported we invest in learning and development opportunities.



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.

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 your area, 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 area, your role is critical in delivering specific projects according to area 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 (East)**
- **Reporting into:** **Area Manager**
- **Hours:** **Full-Time, 37.5 hours per week, 5 days a week**
- **Contract:** **Fixed-term until March 2028, extension subject to funding**
- **Salary:** **£27,318** (band £27,318 - £36,016) dependent on experience
- **Location:** **Home based** within a commutable distance of Buckinghamshire, Bedfordshire, Essex or Hertfordshire)
- **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
- Area Partner organisations
- Community sports providers
- Local government
- Voluntary Sector including youth sector
- Funders
- Area Media

Role and Responsibilities

Groups: Engagement & Growth

- In conjunction with the Area Manager **deliver** a clear **strategy** for **group engagement** and **growth** in your area contributing to organisational **KPIs and Projects**.
- Be the **primary point of contact for Sported groups** within your area and designated counties, **supporting them** with their own organisational development.
- Promote Sported services to current and potential groups, and process new group application and conduct onboarding calls.
- 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 and the deployment of volunteer consultants where necessary.
- Maintain **accurate project administration**, including grant administration, evaluation and feedback as required to achieve agreed project outcomes.



Role and Responsibilities

Volunteer Engagement

- **Working closely with the Area Manager** **deploy** the **volunteer team** across the area to support 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 Network Services 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 information relating to groups and volunteers in your area is accurate, current, and regularly updated.
- **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 needs of grassroots groups and community organisations and ideally grassroots sports groups.
- Confident communicator with great people skills.
- Ability to build and maintain working relationships
- Working knowledge of Microsoft 365 and experience of database management.

Desirable experience

- Experience of managing volunteers
- An understanding of the policies and procedures required to grow and improve groups and support grant applications
- Experience of facilitating networking events
- Working with partner organisations and stakeholders to deliver projects and programmes
- Be able to demonstrate your willingness and ability to travel across your area and occasionally across England as required
- Confident working independently, while being part of a dispersed team
- Experience of working in a people-facing support role
- Experience of remote working

Personal qualities

- Has a solution focused approach
- Ability to manage multiple tasks and prioritises effectively
- Strong organisational skills and attention to detail
- Acts with integrity, supports others and not afraid to put ideas forward

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: 5.00pm Friday 11 September 2026

Notify successful applicants by: 5.00pm Friday 18 September 2026

Interviews: w/c 21 September 2026

Role commences: **October onwards 2026**

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

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.

If you have any questions
about the role, please
contact Sophie:
recruitment@sported.org.uk