



Backing The Best Programme Officer

Job Description

The role

Area: Nationwide role

Location: SportsAid Head Office in London (near London Bridge) with hybrid working

Reports to: Backing The Best Programme Manager

Hours of Work: Full-time position of approx. 35 hours per week with some evening and weekend work required from time to time.

Context

Founded in 1976, SportsAid is a national charity that provides recognition and financial help to emerging young talented sports people – the next generation of British elite athletes – often at a crucial time in their personal and sporting development. SportsAid manages and delivers several programmes of support including SportsAid Athlete Awards, the Talented Athlete Support Scheme (TASS), the Diploma in Sporting Excellence (DiSE) and Backing the Best.

SportsAid is able to provide this recognition and help by securing support from a variety of supporters including individuals, other trusts and foundations, corporate/commercial organisations (termed partners) and importantly, Sport England, a longstanding and committed supporter of the charity's work.

SportsAid's Mission is to encourage, enable and empower the next generation of athletes to achieve their ambitions in sport and life. SportsAid delivers its mission through five key strategic priorities: athlete outcomes; equality, diversity and inclusion; collaboration; fundraising; and awareness. These are underpinned with a commitment to team wellbeing and support and a set of values running through the charity's way of working – integrity, inclusion, respect, wellbeing and excellence.

This is an opportunity to join a committed and driven team at SportsAid, working with the national governing bodies of sport and young talented athletes who benefit from the charity's help. The Backing The Best Programme has been developed in partnership with Sport England to specifically help talented young sports people facing severe financial hardship; SportsAid has managed the scheme since 2015 and has seen growth and development each year.

The overall responsibility of the Backing The Best Programme Officer is to assist the Backing The Best Programme Manager in distributing the awards and special project grants, whilst ensuring all the athletes receiving an award are included in all relevant aspects of the charity's activities and communications.

Key responsibilities

- Administration of the award application, selection and awarding process from nomination to final award
- Responsible for ensuring award payments are made in a timely manner and ensuring all evidence and documentation is provided to support expenditure
- Work closely with the Finance Manager and Backing The Best Programme Manager to prepare regular Backing The Best management accounts, analytical and statistical information and progress reports for presentation to the CEO and/or the Board of Trustees
- Provide a first point of communication for Backing The Best related communications
- Assist in the delivery of the communication plan to help define, explain and promote the Backing The Best scheme to stimulate interest and increase awareness and understanding, particularly with the relevant staff of the National Governing Bodies; this will involve the use of accessible, multi-media channels as well as supporting collateral and via in-person briefings
- Provide a quick and efficient approach to any request for emergency funding through the Backing The Best Programme
- Monitor each athlete in receipt of a Backing The Best award support in relation to their use of and benefit from the award
- Gather and collate attendee feedback from various SportsAid/ Backing The Best events
- Work closely with the relevant portfolio Trustee to help recruit and assist with the BTB Awards Panel; the panel will check and challenge the shortlisting and recommendations for 'Backing The Best 'support
- Work with the SportsAid team in supporting, communicating and delivering the charity's various fundraising and engagement activities
- Protect and enhance SportsAid's brand and reputation in delivering the role and follow best practice and strong ethical standards at all times

Additional activities

- There will be the opportunity to develop specific projects with some NGBs to develop their work in identifying and supporting athletes that may be facing financial hardship;
- To provide support to any of the charity's events during the year, particularly those involving athletes (some of whom may be in receipt of support from BTB), such as athlete/parent workshops, athlete forums, Q&A sessions and key flagship events such as the One-to-Watch Award and other such high-profile events that may involve the charity's Patron
- Act as chaperone for SportsAid athletes at various events and workshops

Any other duties as may reasonably be requested in delivering the role. As and when SportsAid evolves in its Mission and Purpose, so the job description, duties and responsibilities of this role within SportsAid may be adjusted accordingly.

The candidate

- Relevant experience in administering and delivering support programmes (ideally in sport)
- Ability to analyse data with an excellent working knowledge of spreadsheets
- Experience in analysing and presenting data and drawing down key themes

and correlations within data sets

- An interest in working with young people and a passion for sport
- An understanding of the requirement to be proactive and deliberate around supporting minority groups in providing opportunity to sport's talent pathway
- Some knowledge of the challenges around accessing sport within ethnically diverse communities would be an advantage
- A confident, effective communicator able to create and develop relationships with a range of different people
- Enthusiasm and temperament to work in a small team in a fast-paced environment
- A self-starter; enthusiastic, reliable, committed and motivated.
- Excellent organisational and presentation skills; comfortable managing several different projects and activities in parallel
- Sound IT skills; strong on database management and Excel; financially literate
- Reliable, trustworthy, committed and motivated
- Committed to upholding organisational values; of the utmost integrity and discretion
- Good working knowledge of sports structures (desirable)
- Experience of charitable activities (desirable)



Package and benefits

Salary: A salary of between £25,000 and £30,000 per annum is available for this role. This is a fixed term contract until 31st July 2025, however the role is highly likely to be extended with confirmation of funding beyond this time.

Pension: SportsAid makes a contribution of 3%, and the employee makes a minimum contribution of 5%

Healthcare: Membership of the SportsAid private health insurance scheme is available for the employee with premiums paid for by SportsAid.

Holidays: 25 days per year, plus bank holidays, increasing by 1 day for each year of service, up to 30 days.

Flexible working: reasonable flexible and working options can be considered.

NOTES:

Although based in London, the role will require periodic travel across England.

As the role will involve contact with young people, the appointee will be required to undergo an enhanced DBS check in relation to the post. A confidential equal opportunities form will be shared which all staff and prospective applicants will be asked to complete.

SportsAid recognises that certain sections of the community have been affected by structural inequities and may be denied the opportunity to participate equally and fully in sport at all levels. SportsAid as an organisation believes our role is to remove the barriers that our most under-served, at risk and minoritised groups of young people experience when trying to access sport and physical activities. SportsAid therefore positively welcomes, and seeks to achieve, diversity in our workforce and that all job applicants, volunteers and employees receive equal and fair treatment. We positively encourage applications from all candidates regardless of age, race, ethnicity, gender, disability, marriage and civil partnership status, gender identity, background, religion, faith, sexual orientation, maternity status, pregnancy, belief or nationality.

SportsAid believes that diversity drives excellence and that representation is important in order to reflect diverse communities in 21st century Britain. SportsAid therefore positively welcomes and seek to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We positively encourage applications from all candidates regardless of age, race, ethnicity, gender, disability, marriage and civil partnership status, gender identity, background, religion, faith, sexual orientation, maternity status, pregnancy, belief or nationality.

Closing date: 12pm on Wednesday 29th May 2024