

Backing The Best Programme Manager

Job Description

THE ROLE

Area: Nationwide role

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

Reports to: Chief Executive Officer

Hours of Work: Full-time. Your normal hours of work are 9.00am to 5.00pm, Monday to Friday inclusive with a lunch break of one hour. You may be required to work additional hours, without extra remuneration, as may be necessary for the proper performance of your duties or to meet the needs of the Company. There are no overtime payments but where possible and subject to the Chief Executive's absolute discretion, time off in lieu may be agreed in advance.

CONTEXT AND PURPOSE

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 sporting heroes and heroines – 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.

One aspect of this work is the Backing The Best programme, funded by Sport England and managed and delivered by SportsAid since 2015. Backing The Best is a targeted intervention, in partnership with the national governing bodies of sport (NGBs), to identify and directly help those talented young sports people facing the most difficult circumstances, especially financially. These circumstances may be so challenging for these young sports people and their families that they cannot progress in their chosen sport and may be at risk of dropping out altogether. Also, as part of the programme, funding is made available to support specific projects that may help the NGBs to diversify their talent pathways and create better accessibility to sport for marginalised groups and communities. Backing The Best Programme funding has been confirmed by Sport England until 2025, but we are expecting to hear of its extension until 2028.

As Backing The Best Programme Manager, you will lead the delivery and development of the Backing The Best programme, including operational management, programme funding and developing the identity and supporting collateral of the programme.

The Programme Manager will work with a Backing The Best Awards Committee, a sub-committee of the SportsAid Board. The overall responsibility of the Backing The Best Programme Manager is to work with the Backing The Best Support Officer and NGBs to distribute the awards and specific project grants, whilst ensuring all the athletes receiving an award are invited, included and involved in all relevant aspects of the charity's activities and communications.

This is an opportunity to join a committed and driven cross-programme team at SportsAid, working with the national governing bodies of sport and talented young athletes who benefit from the charity's help. It is an exciting time to become involved as the charity develops its crucial system partner role in the talent pathway, helping to create a more accessible, inclusive, and diverse sporting environment.

KEY RESPONSIBILITIES

The Backing The Best Programme (BTB) has been developed by Sport England to specifically help talented sports people facing extreme financial hardship; Sport England has placed the day-to-day responsibilities of managing BTB with SportsAid; the BTB programme has a national brief for England.

PROGRAMME MANAGEMENT

- Implement and administer the complete award application, selection and awarding process from nomination to final award; including being the first point of contact for applicants and NGBs during the process;
- In relation to the nomination process, work closely with the National Awards Manager and NGBs to ensure the right athletes are nominated, including a 'light touch' means-testing assessment;
- Work closely with the relevant portfolio Trustee to manage the BTB Awards Committee; this panel will check and challenge the shortlisting and recommendations for support;
- Lead the application and awarding process for specific NGB project support;
- Develop a communication plan to help define, explain and promote the BTB Awards to stimulate interest and increase awareness and understanding, particularly with the relevant staff of the NGBs; this will involve the use of accessible, multi-media channels as well as supporting collateral and via in-person briefings;
- Provide a first point of contact for BTB-related communications.
- Research and establish best-practise processes in every aspect of managing a hardship award scheme;
- Work closely with the Finance Manager to prepare regular management accounts, analytical and statistical information and progress reports for presentation to the CEO, BTB Awards Committee, the Board of Trustees and/or Sport England;
- Develop an appropriate and efficient system to monitor each athlete in receipt of BTB support, i.e. their use of, and benefit from, the award rather than only in their sporting performance and progress;

ADDITIONAL ACTIVITIES

- The promotion and briefing of the Backing The Best programme to relevant stakeholders will require regular travel;
- The confirmation of nominations will require in-person meetings with the athletes and families concerned; with the purpose of establishing a more in-depth understanding of the athlete's circumstances (including finances);
- 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 the 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;
- To act as chaperone for SportsAid athletes at various events and workshops when required;
- To be a Designated Safeguarding Officer (DSO) for the Backing The Best programme.

Any other duties as may reasonably be requested in delivering the role. As and when SportsAid evolves in its raison d'être; the job profile, duties and location of this role within SportsAid may be adjusted accordingly.

PERSON SPECIFICATION

- Relevant employment experience in developing, managing and delivering support programmes in a multi-stakeholder environment is desirable;
- An interest in working with young people, a passion for sport with a good working knowledge of sports structures and governance;
- Good knowledge and understanding of safeguarding and child protection;
- Enthusiasm and temperament to work in a small team in a fast-paced environment;
- Committed to upholding organisational values; of the utmost integrity and discretion with a strong belief in equality, diversity and inclusion;
- A confident, effective communicator able to create and develop relationships with a range of different people;
- A self-starter; enthusiastic, reliable, committed and motivated;
- Sound analytical and IT skills; strong on database management and Excel;
- Experience of charitable activities (desirable).

PACKAGE AND BENEFITS

Salary: A salary package of £35,000-£40,000 per annum is available for this role.

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 by SportsAid.

Cycle to Work Scheme: Available to all staff.

Death in Service Benefit: Inclusion in company scheme.

Season ticket loan: An interest free loan is available to all staff.

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 hybrid 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.