

DiSE Programme Officer



Job Description

The role

Area: Nationwide role

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

Reports to: DiSE Programme Lead

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. At the Tokyo 2020 Olympic and Paralympic Games, 61% of Team GB and 73% ParalympicsGB had been supported by SportsAid.

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.**

The aim of the Diploma in Sporting Excellence (DiSE) programme is to support young athletes in the talent system to combine sport and education so that they have the skills, knowledge and competence to pursue sporting excellence alongside developing the skills and qualifications to consider a career in sport. DiSE provides a comprehensive syllabus to support young athletes to gain an additional qualification and achieve their full potential within the NGB talent pathway as well as their future career.

Currently DiSE programme funding has been confirmed by Sport England until Spring 2025; it is anticipated that this will be extended beyond that point.

As DiSE Programme Officer the role will include supporting the development and administration of the DiSE programme, including supporting the programme review process, programme funding and developing the identity and supporting collateral of the programme. The Programme Officer will report to the DiSE Programme Lead and will also work with the DiSE Management Group, a sub-committee of the SportsAid Board.

The role requires knowledge of the various support programmes in SportsAid's management and a willingness to engage and contribute to a multi-stakeholder environment. Project management skills and the ability to coordinate workstreams and resources are key; strong communication skills are also essential alongside a commitment to supporting an inclusive work culture.

Key responsibilities

- Assist in the administration of the NGB application, assessment and DiSE place awarding process.
- Work closely with the relevant portfolio Trustee and DiSE Programme Lead to assist with the DiSE Management Group.
- Support the development of the DiSE brand and identity, including updated collateral and online presence.
- Assist in the delivery of the communication plan to help define, explain and promote the DiSE programme 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 communication for DiSE-related engagement with DiSE stakeholders including athletes, NGBs and learning providers.
- Work closely with the Finance Manager and DiSE Programme Lead to prepare regular DiSE management accounts, analytical and statistical information and progress reports for presentation to the CEO and/or the Board of Trustees.
- Monitor and evaluate DiSE programme support in relation to the athletes use of, and benefit from, the programme than in their sporting performance and progress.
- Gather and collate attendee feedback from various SportsAid/ DiSE programme events.
- Liaising with SportsAid's safeguarding leads.
- Work with the SportsAid team in supporting, communicating, and delivering the charity's various fundraising and engagement activities, when required.
- 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 related to SportsAid's wider operations

- Work with the SportsAid team in supporting, communicating and delivering the charity's various fundraising and engagement activities, as required.
- To provide support to any of the charity's events during the year, particularly those involving athletes, such as athlete/parent workshops, athlete forums, Q&A sessions and key flagship events such as the One-to-Watch Award Reception 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 person

- Relevant employment experience in sport and/or education and in a multi-stakeholder environment is desirable.
- An interest in and experience of working with young people and a passion for sport and education.



- Enthusiasm and temperament to work in a small team in a fast-paced environment.
- A self-starter; enthusiastic, reliable, committed and motivated. A confident, effective communicator able to create and develop relationships with a range of different people.
- 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 in the range of £30,000-£35,000 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.