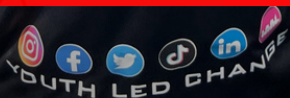


**SUPPORT
THROUGH SPORT**



Volunteering Pack

Business Support Team



About Our Work

Support Through Sport delivers sport-based intervention, mentoring, and progressions programmes to thousands of disadvantaged young people, empowering them to develop pro-social behaviours and providing a lasting positive impact within underserved communities.

The organisation works to a Theory of Change which ultimately provides at-risk young people with protective factors, diverting them away from negative influences such as youth offending, ASB, violence, gang culture and knife crime. Through an innovative, youth-led approach, Support Through Sport harnesses the power of sport to empower disadvantaged youth and create safer communities, where young people can thrive.

We're passionate about implementing real change within disadvantaged and underserved communities, providing young people with support, guidance and opportunities which enable every young person to achieve their full potential.

Our Approach



Youth Centric

"Young people are at the heart of our work."



Experience Driven

"Quality delivery, positive experiences."



Sport Based

"Utilising the power of sport."



Outcomes Focused

"Empowering young people."



Youth Led

"Young people are the solution."



Innovative

"Youth-led, cutting edge."



Proactive Prevention

"Intervention and diversionary programmes."



Collaborative

"Working together, towards a common goal."

Our Mission

ENGAGE

We work at the intersection of sport and youth work, enabling excellent engagement combined with meaningful support for disadvantaged young people. Reaching underserved and underrepresented communities which are likely to face additional barriers, our engagement is a core strategic component and lays the foundation for our impactful work. Coupling a youth-led and sport-based approach, whilst valuing lived experience, our ability to engage with those identified as 'hard to reach' is uniquely powerful.



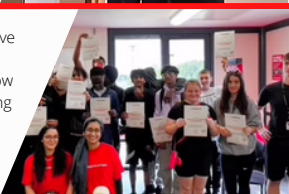
EMPOWER

Young people are at the heart of our organisation, empowering our younger generation to make a difference within their communities and make an impact at decision making levels. Ensuring that the voices of our young people are both heard and listened to, is of massive importance to us. We believe that through safe and inclusive spaces, meaningful relationships and an honest passion for helping our younger generations, we can help every young person to achieve their full potential.



ERADICATE

At Support Through Sport, we have seen first hand the perils of negative influences and the destructive divide they create in our most disadvantaged communities. Our theory of change directly outlines how our sport plus approach can have such a life-changing impact for young people at-risk. As a collective, we will continue to be our best, doing all that we can to tackle these issues within our most vulnerable communities.



Our Ethos

We are Support Through Sport, an ambitious and passionate team with a commitment to equity, diversity and inclusion.

We strive to create an environment for prosperity and growth, in the belief that building a better future for our communities and young people, starts within.

Through our unique approach and an unparalleled work ethic, we will continue to drive forward meaningful change for generations to come!

Key Information

Position: Business Support Officer

Department: Business Support Team

Reporting To: Senior Leadership Team

Contract: Voluntary with expenses paid

Location: Nottingham, Nottinghamshire, Virtual

Transport: Car driver desirable, but not essential

Role Overview

Support Through Sport is seeking a highly motivated, experienced, and organised individual who will work alongside an ambitious team to support the Senior Leadership Team by managing calendars, answering phone calls, sending emails, collating and visualising data, preparing presentations, liaising with partners and building positive relationships with them, taking minutes, preparing documents and booking venues.

You will need to have excellent communication and interpersonal skills, be highly organised and ideally have relevant experience in business support and administration.

At Support Through Sport, we use a range of positive initiatives as diversion and intervention programmes to support young people whilst tackling negative influences such as knife crime, gang violence, youth offending and serious youth violence. Our work is focused on building brighter futures and creating safer communities, through the power of sport and youth work combined.

You will be supported to meet a benchmark of training and standards which includes:

- GDPR
- Induction

Desirable Attributes

- Experience of working in business administration
- Ability to maintain confidentiality
- Ability to meet deadlines
- A full UK driving license
- Excellent verbal/written communication skills
- Working well as a team
- Motivated and positive
- Good time management skills
- Passionate about making a difference
- Evening availability

Tasks & Responsibilities

- Managing calendars, booking meetings and events
- Assisting the Senior Leadership Team by attending meetings and taking minutes
- Interacting with partners either virtually or in-person
- Making travel arrangements for employees
- Sending emails and assisting members of the Senior Leadership Team
- Preparing meeting rooms by setting up chairs and getting refreshments.
- Attend any and all meetings which are relevant to your role.
- Maintain appropriate boundaries and confidentiality with participants, staff, and volunteers.
- Ensure an equal and inclusive approach as per our policies and procedures
- Support with data entry and administration tasks
- Contact staff and partners in order to prepare for events and meetings
- Update systems relating to Human Resources, operations and monitoring systems
- Share relevant information with team members and ensure good internal communication
- Collaborate on the development of processes and systems which enhance efficiency

Benefits

- Working alongside a passionate, friendly team
- Enhanced DBS check provided
- Further development opportunities
- Sense of satisfaction
- Ongoing personal support
- Great team incentives
- Positive working environment
- Career Progression opportunities
- Learning new and innovative skills
- Gaining valuable experience
- All expenses paid
- No micro-management
- Paid working opportunities
- Training and CPD offers

Application Process

In order to apply for this role all candidates must hold the right to work in the UK and provide 2 professional references. If these are not completed in a timely manner, your application may be disqualified.

Once you have applied, you will be notified within 2 weeks if you are shortlisted. If you do not receive an email after 2 weeks, please assume that your application has not been successful.

You may be required to have an enhanced DBS check which Support Through Sport will pay for. You will also be expected to comply with our Health and Safety, Safeguarding and Child Protection policy as well as all other relevant policies.

How To Apply

Please send your CV and a cover letter to:

opportunities@supportthroughsport.org.uk

Please use the position that you are applying for, as the subject of the email. All candidates must possess the right to work in the UK and provide two professional references as part of the application process.

For further information about the role, or for any other enquiries, please contact us directly using the contact details on the following page.

Recruitment

Equity, Diversity and Inclusion

Support Through Sport is an equal opportunities employer and welcomes applications from all suitable and qualified persons, without discrimination.

Data Privacy

Support Through Sport is committed to transparency about how it handles your personal information and meets its obligations under the Data Protection Act 2018.

Safeguarding

Support Through Sport demonstrates a rigorous and robust safe recruitment process which includes obtaining references, completing enhanced DBS checks and completion of our onboarding process. Support Through Sport also provides a benchmark of training to all staff working with children and vulnerable adults alongside an Induction process which includes mandatory safeguarding training.

Recruitment Of Ex-Offenders

Support Through Sport is committed to promoting equality of opportunity by appointing a wide range of applicants. Having a criminal record will not necessarily prevent applicants from working with Support Through Sport. This will depend on the nature of the position and the context of the offences.



www.supportthroughsport.org.uk



opportunities@supportthroughsport.org.uk

For more information,
please visit our website

