



Recruitment Pack

Leadership Support Officer

About Our Work

Support Through Sport CIO, based in Nottingham, Derby and Birmingham 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.



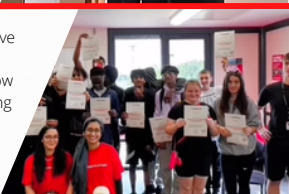
EMPOWER

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: Leadership Support Officer

Reporting To: Chief Executive Officer

Hours: 15 hours per week

Contract: Part-time, permanent (6 month probationary period)

Salary: £27,000 FTE (Pro rata 15 hrs/week: £10,800 per annum)

Pension: 3% employer contribution (Nest Pensions)

Location: Nottingham office, working on agreed days

Application Deadline: 31/08/2026

Role Overview

Support Through Sport CIO is seeking a highly organised, proactive and trustworthy Leadership Support Officer to provide high-quality administrative and coordination support to the CEO and wider leadership function.

This role is designed to help protect the CEO's time and energy, enabling them to focus on leadership, relationship-building, organisational development and strategic priorities that directly benefit young people and communities.

The successful candidate will bring excellent judgement, attention to detail and strong communication skills, alongside excellent organisation and time management. You will support the CEO in maintaining effective oversight of key priorities, actions, meetings and organisational activity, ensuring that important tasks are coordinated and followed through.

A proportion of the role will also provide agreed administrative support to the wider leadership team and charity, where capacity allows and as directed by the CEO.

This is an exciting opportunity to work closely with the CEO and gain insight into the strategic decision-making, leadership and organisational development of a growing and ambitious youth work charity.

You will play an important role in strengthening the organisational foundations of Support Through Sport, helping ensure that the charity operates efficiently while continuing to deliver meaningful impact for disadvantaged young people and communities.

Essential Attributes

- Proven administrative or coordination experience, ideally supporting senior leadership, management or a busy organisation.
- Excellent organisational and time management skills with strong attention to detail.
- Confident written and verbal communicator, able to liaise professionally at all levels.
- Trustworthy and discreet, with the ability to handle sensitive and confidential information with integrity.
- Proactive and solution-focused, able to work independently and take initiative.
- Strong judgement and ability to prioritise effectively.
- Reliable and able to follow actions and tasks through to completion.
- Proficient with technology and systems, including Microsoft 365.
- Comfortable managing competing priorities and working to deadlines.
- Able to establish and maintain appropriate professional boundaries.
- Passionate about youth and community work.

Desirable Attributes

- Experience working in a small or medium-sized organisation or charity.
- Experience supporting a CEO, senior leader, manager or leadership team.
- Experience supporting organisational projects, events or meetings.
- Understanding of governance and charity compliance.
- Experience using Microsoft Teams, SharePoint or similar systems.
- Experience working with HR, finance or organisational management platforms.
- Knowledge and experience of safeguarding.
- Full UK driving licence.

Tasks & Responsibilities

CEO & Executive Support

- Support the CEO with diary management, meeting scheduling, appointments and organisational commitments.
- Prepare meeting agendas, briefing documents, presentations and other materials.
- Track and manage key deadlines, priorities and follow-up actions.
- Take accurate minutes and record actions and decisions as required.
- Support the CEO in maintaining an effective overview of key organisational priorities.
- Prepare, format and organise correspondence, reports, presentations and documents.
- Maintain well-organised records and files relating to CEO workstreams and organisational priorities.
- Handle confidential correspondence and information with discretion and professionalism.

Leadership Support

- Support the administration and coordination of leadership meetings, strategy sessions and organisational planning.
- Assist with the coordination of leadership priorities, actions and work plans.
- Maintain agreed leadership trackers, action logs and planning documents.
- Support the administration of the organisation's leadership development and organisational improvement activity.
- Assist with the coordination of the CEO's 90-day leadership and growth programme and ongoing leadership rhythm.
- Support the practical administration of EOS-inspired planning, priorities, actions and accountability processes.
- Assist with preparation and follow-up for leadership team meetings and strategic sessions.

Communication & Relationship Support

- Liaise professionally with internal teams, trustees, partners and external stakeholders where appropriate and as directed by the CEO.
- Arrange meetings and appointments to support effective communication and relationship management.
- Support timely follow-up and coordination arising from meetings and organisational activity.
- Draft, format and prepare routine communications, reports, letters and presentations as required.

Organisational Support

- Assist with the coordination and administration of key organisational projects and priorities.
- Support the CEO in monitoring progress against actions and work plans.
- Carry out light research and prepare information to support informed decision-making.
- Maintain accurate and well-organised organisational records and systems.
- Support the administration of events, meetings, conferences and organisational activities.
- Provide administrative support for governance, trustee and organisational processes where required.

Wider Administrative Support

A smaller proportion of the role will provide agreed administrative support to the wider leadership team and charity, where capacity allows.

This may include:

- Supporting Regional Managers and Department Heads with agreed administrative tasks.
- Formatting reports, documents and presentations.
- Maintaining shared trackers and records.
- Data entry and administrative record keeping.
- Supporting event and project administration.
- Basic research and information gathering.
- Maintaining key contacts and relevant internal systems.
- Other agreed administrative tasks which support the effective running of the charity.

The Leadership Support Officer will report directly to the CEO. Priorities for the role will be agreed and managed through the CEO to ensure that the postholder has a clear and manageable workload.

The role is not intended to provide an open-ended general administrative service to all staff across the organisation.

Benefits

- Positive working culture with a supportive, mission-driven team.
- Opportunity to contribute to meaningful work and make a real difference for young people.
- A chance to help shape the organisational foundations of a growing charity.
- Opportunities for professional and personal development.
- Charity pension scheme.
- Reasonable expenses paid.
- Quiet office with on-site parking.
- Training, CPD and ongoing support.
- Employee Assistance Programme.
- BrightExchange offers and discounts.

Application Process

In order to apply for this role all candidates must hold the right to work in the UK, undergo an enhanced DBS check and provide 2 professional references. If these are not completed in a timely manner, your application maybe 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 will 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 requirements and 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 application from all suitable qualified persons.

Data Privacy

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

Safeguarding

Support Through Sport demonstrates a rigorous and robust safe recruitment process that includes obtaining references, competing enhanced DBS checks, completion of our onboarding process and provides benchmark training to all coaches and other staff working with children and vulnerable adults through 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



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For more information,
please visit our website

