

About us

We are a leading sport education and training provider, proudly serving the sport and physical activity sector since 2002. Our work is delivered through two organisations: **Sport Structures Limited** and **Sport Structures Community Interest Company (CIC)**. Together, we share a commitment to excellence, with the CIC reinvesting back into sport to create lasting impact. We are a company with a strong social conscience, driven by a clear vision:

Transform sport and physical activity through empowering and inspiring people.

We collaborate with a wide range of partners, including National Sport Organisations, National Governing Bodies, Active Partnerships, Community Foundations, and educational institutions. Our training supports individuals at every stage of their journey—apprentices, volunteers, coaches, and the professional workforce.

Over the years, we've delivered [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

Provide solutions that add value and drive positive change, reflecting the diverse needs of sport and physical activity.

Our values guide everything we do—both within our team and in our partnerships:

- **Passion**
- **Integrity**
- **Excellence**
- **Togetherness**

Job summary and scope

We are seeking an organised, proactive and detail-oriented Project Officer to support the effective delivery of our apprenticeship and funded training programmes. The role will involve working closely with learners, employers, colleagues and external partners to coordinate key processes, maintain accurate records and support programme delivery.

The successful candidate will be able to build positive working relationships, communicate effectively and manage competing priorities. We are looking for an

individual with excellent attention to detail, strong organisational skills and the ability to work independently and use their initiative

Job title:	Funded Training Project Officer
Position type:	Permanent
Salary:	£25,000 per annum (pro rata for part time appointments)
Hours of working:	30–37 hours per week (minimum 30 hours / 4 days per week) Applications from candidates seeking part-time (minimum 4 days per week) or full-time working arrangements will be considered.
Working arrangements	Home-based with flexible working arrangements. We support flexibility in how hours are worked, subject to business requirements. We are open to flexible and part-time working arrangements and recognise that great leadership can take different forms.
Persons responsible to:	Apprenticeship and Funded Training Manager
Location:	Remote / Home based
Travel	The postholder will be required to attend monthly collaboration days held in the West Midlands and quarterly staff meetings.
Benefits:	We are committed to supporting the ongoing professional development of our staff and will provide opportunities for training and development relevant to the role.
Special conditions	Occasional attendance at meetings or events outside normal office hours. Casual car-user allowance for business-related travel only.
Job closing date:	Friday 24 th July 2026
Interview date:	Week commencing 29 th July 2026

Duties and Responsibilities:

- 1 Programme coordination: To coordinate the administration and delivery of apprenticeship and funded training programmes, ensuring activities are completed accurately and on time.
- 2 Learner journey support: To support administrative processes across the learner journey, including enrolment, gateway, completion and progression.
- 3 Stakeholder communication: To communicate effectively with learners, employers, tutors, awarding organisations and external partners, providing timely support and information.
- 4 Systems and Data Management: To maintain accurate learner, employer and programme records, ensuring organisational systems remain up to date and compliant
- 5 Compliance and audit support: To support compliance activities by monitoring actions, maintaining evidence and contributing to audit requirements
- 6 Funding administration: To administer funding processes, including learner agreements, changes in circumstance, co-investment and associated documentation.
- 7 Assessment and achievement coordination: To coordinate gateway submissions, completions, certification and learner achievement processes.
- 8 Quality and continuous improvement: To support quality assurance activities and contribute to the continuous improvement of processes, procedures and learner experience.
- 9 Process management: To maintain and review operational processes, procedures and guidance to ensure they remain current and effective.
- 10 Team support: To provide administrative and project support to the funded training team, contributing to the effective delivery of organisational priorities
- 11 Training and development: To undertake appropriate training and development opportunities
- 12 Marketing support: To support the promotion of apprenticeship and funded training programmes by contributing learner, employer and programme information, case studies and success stories, where appropriate.
- 13 Business support: To provide flexible administrative support to wider company functions, including education, consultancy and people related activities, where required to support organisational priorities

- 14 Equality and diversity: To promote equality, diversity and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
- 15 Health and safety: To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
- 16 Other duties: To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holders salary, grade, abilities and aptitude.

Person Specification

We are looking for a proactive and organised individual with excellent attention to detail, strong communication skills and the ability to manage competing priorities. The successful candidate will enjoy working with people, supporting processes and contributing to the effective delivery of our programmes and services. You should be able to demonstrate the following qualities, skills, and experience:

	Qualifications and Experience	Essential (E) Desirable (D)
1.	Good standard of education, including GCSE English and Maths at Grade C/Grade 4 or above (or equivalent).	E
2.	Experience in an administrative, project support or programme coordination role.	E
3.	Experience of maintaining accurate records, managing systems and coordinating multiple processes with excellent attention to detail.	E
4.	Experience of working independently and as part of a team	E
5.	Experience of using Microsoft 365 applications and maintaining accurate records, systems or databases	E
6.	Experience of working effectively with a range of stakeholders, providing high-quality customer service and administrative support	E
7.	Experience of working within compliance, administration or process-driven environments.	D
	Skills & Abilities	
8.	Ability to work effectively under pressure, prioritise workload and meet deadlines	E
9.	Ability to communicate clearly and professionally in writing and verbally, including producing accurate records and documentation	E
10.	Ability to work methodically and independently with excellent attention to detail.	E
11.	Ability to work in a confidential manner.	E
12.	Strong interpersonal skills with the ability to identify solutions and use initiative.	E
13.	Ability to work as part of a team and make a positive	E

	contribution to organisational objectives.	
14.	Competent working knowledge of Microsoft 365 applications	E
Knowledge & Understanding		
15.	Understanding of apprenticeships, funded training programmes or education administration processes	D
16.	Knowledge of project coordination, administrative processes and record management	E
17.	Understanding of the sport and physical activity sector	D
18.	Understanding of compliance requirements and the importance of accurate record keeping	E
Personal Attributes		
19.	Flexible approach to work and willingness to support changing organisational priorities when required	E
20.	Has a can-do attitude with a high level of personal motivation and pride in their work	E
21.	Willing to travel occasionally to support organisational activities and meetings	D
22.	Commitment to continual professional development and a willingness to keep up to date with industry developments	E

The interview panel will assess candidates against the criteria outlined in the person specification, prioritising elements relevant to the role. We are committed to providing equal opportunities for all applicants and aim to build a diverse and inclusive workforce. Applications are welcomed from all suitably qualified individuals. A copy of our Equality and Diversity Policy can be found on [our website](#).

The successful applicant will need a clear DBS certificate and will have responsibility for safeguarding children and vulnerable adults in line with our policies.

Please apply, please submit:

- A completed job application form (available on our website)
- A CV (maximum 2 pages) including details of at least two referees
- A one-page covering letter explaining how your skills, knowledge, and experience meet the role requirements

Please note that applications submitted without all of the above documents will not be considered.

Applications should be submitted to: HR@sportstructures.com

Sport Structures, Sport Structures, PO BOX 10047, Hinckley, LE10 9HS

(t) 0121 455 8270 (w) www.sportstructures.com