

## 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 scope

We are seeking a self-motivated and enthusiastic individual to coordinate and deliver the Sport Structures' Coaching Communities Employability programme in the West Midlands. We have a strong tradition of supporting unemployed people into the sport and physical activity sector and the successful applicant will work closely with the Funded Programmes Team to coordinate the whole programme. The role will include supporting referrals from the Department of Work and Pensions (DWP) through jobs

centres in the West Midlands to delivering a programme of coach education which leads to positive employment outcomes as part of the Adult Skills Fund.

<b>Job title:</b>	Sports Project Officer
<b>Position type:</b>	Permanent
<b>Salary:</b>	£25,000-£28,000
<b>Hours of working:</b>	Full-time (37.5 hours per week). We have a flexible approach to working, balanced with business need.
<b>Persons responsible to:</b>	Director of Apprenticeships
<b>Location:</b>	Hybrid working. The post holder will be required to work from home with collaboration days with other staff colleagues on a regular basis
<b>Benefits:</b>	The successful applicant will have access to continual professional development opportunities provided by Sport Structures.
<b>Special conditions</b>	Home-working and some out-of-office-hours working at weekends and evenings. Attendance at meetings/events may be required outside of normal office hours. Casual car user allowance for business travel only.
<b>Job closing date:</b>	14 <sup>th</sup> May 2026
<b>Interview date:</b>	Week commencing 18 <sup>th</sup> May 2026

#### **Duties and Responsibilities:**

1. **Project coordination and delivery:** To support the planning, coordination and delivery of a range of internal and external projects to agreed timelines and standards.
2. **Stakeholder and relationship management:** To build and maintain effective relationships with colleagues, partners, employers, learners, tutors and other stakeholders to support successful project delivery.

3. **Business development:** To support partner relationships through proactive communication, excellent customer service and effective coordination of delivery.
4. **Workforce coordination:** To coordinate and communicate with associates, tutors and delivery staff, ensuring they have the information, curriculum and resources required to deliver effectively.
5. **Administration and record keeping:** To complete accurate administrative tasks, including data entry, registrations and database management, ensuring all information is up to date and compliant.
6. **Compliance and quality assurance:** To support compliance with organisational and regulatory requirements and contribute to continuous quality improvement across all project areas.
7. **Processes and procedures:** To maintain and update project processes and procedures to ensure consistent and efficient delivery.
8. **Research and insight:** To gather and analyse sector insight and web-based research to inform project development and enhance organisational understanding.
9. **Recruitment:** To work with referral partners such as Department for Work and Pensions through job centres to engage and recruit suitable individuals for the programmes.
10. **Project management and targets:** To track and achieve performance targets set by funding partners to support growth of the programmes.
11. **Financial support:** To assist managers with monitoring and reconciling project budgets, ensuring activity is cost-effective and aligned with project needs.
12. **Tender and proposal support:** To contribute to the preparation of tender submissions and proposal documents when required.
13. **Marketing support:** To support the marketing team by gathering relevant content, case studies and collateral that support campaigns and promotional activity
14. **Event and meeting coordination:** To support the organisation and delivery of meetings, training sessions and events, both virtual and face to face.
15. **Cross company collaboration:** To contribute to wider organisational projects and programmes, working flexibly across departments to meet business needs.

16. **Training and development:** To undertake appropriate training and development opportunities
17. **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.
18. **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.
19. **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 value people who are motivated, reliable, and committed to delivering high-quality work. For this role, we are looking for someone who is proactive, strategic and can combine creativity with analytical thinking. You should be confident in using digital tools and data insights to inform decisions and drive performance. Excellent communication, organisational skills, and attention to detail are essential, alongside the ability to work independently and manage multiple priorities. You should be able to demonstrate the following qualities, skills, and experience:

	Qualifications and Experience	Essential (E) Desirable (D)
1.	Educated to "A" level, preferably in a sport development or sports related subject	E
2.	Experience in communicating effectively with people from a variety of backgrounds	E
3.	Experience in developing working partnerships with other professional organisations and / or the voluntary sector.	E

4.	Experience in project coordination processes, demonstrating attention to detail	E
5.	Experience of working in an office, customer service, voluntary, or team-based environment	E
<b>Skills &amp; Abilities</b>		
6.	Strong organisational skills with the ability to manage time effectively	E
7.	Ability to communicate effectively with a wide range of people	E
8.	Ability to follow guidance, take feedback positively, and apply learning	E
9.	Ability to work independently on tasks while contributing as part of a team	E
10.	Good attention to detail and accuracy	E
11.	Ability to prioritise / meet deadlines as and when required	E
12.	Willingness to learn and develop	E
13.	Ability to balance work responsibilities and prioritise	E
<b>Knowledge &amp; Understanding</b>		
14.	Understanding of barriers experienced by disadvantaged communities and individuals	E
15.	Understanding of local sports organisations	D
16.	Knowledge of project coordination / management techniques	E
<b>Personal Attributes</b>		
17.	Motivated to achieve and exceed targets	E
18.	Integrity and reliability, including the ability to work confidentially and maintain professional standards	E
19.	Commitment to continuous professional development, staying up to date with industry trends and best practice	E
20.	Willing to travel, holds a full driving license and access to own transport	E
21.	Positive, can-do attitude, demonstrating high levels of motivation and pride in delivering quality work	E
22.	Has a suitable Disclosure and Barring Service Check	D

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.

To 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](mailto:HR@sportstructures.com)

For any queries in relation to the position, please contact the HR mailbox or via phone 0121 455 8270.