

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 inspirational, ambitious, and strategic Head of Funded Training to lead the development, growth and continuous improvement of funded provision across Sport Structures. The role will be responsible for driving performance, quality and sustainable growth across funded programmes through effective partnerships, innovation and the identification of new opportunities within the sport and physical activity sector.

The successful candidate will have a proven track record of leadership within education, skills, employability or training provision, with experience of delivering high-quality funded programmes and driving continuous improvement. They will possess excellent communication and stakeholder engagement skills, with the ability to build strategic partnerships, lead teams and contribute to the ongoing growth, quality and sustainability of funded provision across the company.

Job title:	Head of Funded Training
Position type:	Permanent
Salary:	£50,000 – £58,000 per annum FTE (pro rata for part-time appointments), depending on experience
Hours of work:	30–37 hours per week (minimum 30 hours / 4 days per week) Applications from candidates seeking part-time (minimum 4 days) 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 recognise that great leadership can take different forms and welcome applications from candidates seeking flexible working arrangements.
Persons responsible to:	Chief Executive Officer
Persons responsible for:	Quality and Compliance Manager 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:	Access to ongoing professional development opportunities provided by Sport Structures
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 27 th July 2026

Duties and Responsibilities:

- 1 To lead the strategic development, growth and continuous improvement of funded provision, including Adult Skills Fund (ASF), Advanced Learner Loans and apprenticeships, aligned to organisational priorities and informed by sector insight and need
- 2 To lead the design, positioning and growth of employability and adult skills programmes, ensuring they meet local, regional and national priorities and deliver strong outcomes.
- 3 To identify, evaluate and develop new funding opportunities, partnerships and programmes that support the growth, diversification and long-term sustainability of funded provision
- 4 To act as the organisation's Ofsted Nominee (or designated lead for inspection readiness), ensuring effective preparation for inspection and promoting a culture of continuous quality improvement across funded provision.
- 5 To lead the strategic development and growth of the apprenticeship offer, working closely with the Apprenticeship Manager to ensure effective alignment between strategy, quality, compliance, performance and delivery
- 6 To provide strategic oversight, growth and development of the Advanced Learner Loans offer, ensuring it remains financially viable, responsive to learner and employer needs, and aligned to organisational priorities.
- 7 To lead continuous improvement across funded provision, including oversight of the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP), working with quality and delivery colleagues
- 8 To maintain strategic oversight of compliance with ESFA and other funding body requirements, working closely with operational leads to ensure effective implementation
- 9 To work with the senior team to ensure the funded and commercial offer are aligned and deliver maximum value for learners and employers

- 10 To lead the development and management of strategic relationships with funders, commissioners, partners and employers to identify opportunities, influence provision and support organisational growth
- 11 To ensure effective and timely reporting to the Board, Governance and Quality Group and Senior Leadership Team, providing assurance on performance, quality, compliance and strategic progress.
- 12 To oversee the strategic management of contracts and service level agreements, ensuring delivery is aligned to agreed outcomes, timescales and budget
- 13 To monitor and review performance across funded provision, using data and insight to identify opportunities for improvement, growth and diversification.
- 14 To be accountable for the funded provision budget and financial performance, ensuring sustainability, achievement of agreed targets and contribution to organisational growth
- 15 To provide effective leadership, line management and mentoring to the funded provision team, supporting performance and development.
- 16 To work collaboratively as a member of the Senior Leadership Team, contributing to strategic decision-making and acting in the best interests of the organisation
- 17 To work closely with business development and marketing colleagues to ensure recruitment, employer engagement and promotional activity supports the growth, sustainability and strategic objectives of funded provision
- 18 To represent Sport Structures externally, influencing local and regional skills agendas and identifying opportunities for growth and collaboration.
- 19 Training and development: To undertake appropriate training and development opportunities
- 20 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.
- 21 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.
- 22 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 strategic and proactive Head of Funded Training to lead the development, growth, performance and continuous improvement of our funded provision. The successful candidate will demonstrate strong leadership, partnership-working and problem-solving skills, with the ability to drive growth, quality and compliance across a diverse funded portfolio. You should be able to demonstrate the following qualities, skills, and experience:

	Qualifications and Experience	Essential (E) Desirable (D)
1.	Significant experience in a leadership or management role within the education, skills, employability or training sector.	E
2.	Proven track record of achieving growth and improving performance within funded education, training or employability provision	E
3.	Experience of developing and managing funded provision, including apprenticeships, adult skills, employability programmes or similar	E
4.	Experience of managing contracts, budgets and performance targets within a funded environment.	E
5.	Experience of building and managing effective relationships with funders, commissioners, employers and strategic partners.	E
6.	Experience of identifying, developing or securing funding opportunities, contracts, partnerships or programmes that support organisational growth.	E
7.	Experience of promoting and supporting safeguarding and Prevent practices within an education, training or employability environment	E
8.	Experience of acting as an Ofsted Nominee or leading organisational preparation for inspection	D
9.	Relevant leadership or management qualification	D
	Skills & Abilities	
10.	Ability to develop and implement strategies that support organisational growth, sustainability and quality improvement.	E
11.	Excellent leadership, communication, networking and relationship-building skills	E

12.	Ability to analyse performance data and use insights to drive decision-making and continuous improvement.	E
13.	Strong financial and commercial awareness, including budget management and performance monitoring.	E
14.	Experience of leading, managing and developing staff, including performance management and appraisal processes.	E
Knowledge & Understanding		
15.	Strong knowledge of ESFA funding requirements, quality assurance and continuous improvement processes.	E
16.	Understanding of the education and skills landscape, including apprenticeships and adult skills provision	E
17.	Understanding of the sport and physical activity sector and the role of CIMSPA	D
18.	Understanding of business development, stakeholder engagement and partnership management approaches that support organisational growth	E
Personal Attributes		
19.	Strategic, collaborative and solutions-focused approach, with a commitment to organisational success and continuous improvement.	E
20.	Demonstrates a proactive approach to identifying improvements and solving problems	E
21.	Commitment to professional development and staying informed of sector developments and best practice..	E
22.	Willingness and ability to travel to monthly collaboration days, quarterly staff meetings, and other business meetings as required	E
23.	Professional and collaborative approach, with the ability to build credibility and trust with employers and stakeholders.	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.

We welcome informal conversations with prospective applicants. If you would like to discuss the role, working arrangements or any aspect of the opportunity before applying, please contact [Kath Percival](#) to arrange a discussion

Please apply by submitting:

- A completed job application form (available on our website)
- A CV (maximum 2 pages)
- 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

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