

Job Description: Project Coordinator

Does the prospect of working in the community sport sector, as part of a growing social enterprise appeal to you? For the first time we are looking for a coordinator to join our team, to be a key role in driving forward our business. Our team works with major sector bodies in sport to manage projects and loan funds delivering benefit to sport and communities throughout England.

This role will support Project Leads to deliver key strategic projects. The role holder will ensure projects are kept on track, they will update project management documentation, coordinate and administer meetings, ensuring that key actions are followed up in a timely manner.

We are looking for a self-starter, that is organised and able to take responsibility for the task at hand. The role holder will have excellent interpersonal skills with colleagues and clients and will be flexible to fulfil a variety of roles with a positive and proactive attitude.

Role highlights

- Exciting opportunity to join a growing social enterprise focused on maximising the positive impact of sport and physical activity on individuals and communities.
- Opportunity to support interesting projects that result in significant community and social impact with a variety of sports organisations.
- Chance to gain first-hand experience of impact investment, playing a key role in its growing application in the sports sector.
- Ideal for a self-starter, with strong project management skills who aspires to progress their career and who can fit into a high performing team.
- Opportunity to earn up to £40,000 from base salary, bonus and pension.
- Hybrid working, combining weekly office time in London or Leeds with remote working.
- Full time (5 days per week) is preferred although part time will be considered for outstanding candidates.

About us

Sporting Assets is social enterprise specialising in grassroots sport, community activity and finance. Our mission is to help develop a resilient and impactful Community Sports Sector; we do this by providing a unique offer as both advisors to, and investors in, the community sports sector.

We work across two key areas, **Advisory** and **Fund Management**, and take the learning from each to inform and develop our work in the other:

The Fund Management team currently manage £13m under two impact investment funds, Sporting Capital and Club Capital, focused on community sport, physical activity and facilities. We have designed sport focused impact investment funds of over £500m for other sector bodies and are in the process of developing new funds.

The Advisory team currently work on a variety of sport projects, ranging from small community clubs to large multi-sport community hubs. We specialise in sports-based community activity, club development along with business development with a focus on developing sustainable and impactful community sports facilities.



A key to our growing business is a dynamic, hardworking team within a supportive environment, along with an opportunity to gain a shareholding for those that go consistently 'above and beyond'.

Sporting Assets is part of The Finance For Sustainability Group, a group of social enterprises that collectively has structured over £1billion of Impact Investment Funds, manage over £60m of Impact Investment Funds, and have advised on over 100 impact investment assignments across sport, the environment, arts and heritage, as well as creating new pieces of market infrastructure for the wider impact investment market.

<https://financeforsustainability.co.uk/>

The role

The successful candidate will play an important role in providing support to the whole company, including both our **Advisory** and **Fund Management** teams. This means that exact responsibilities may change depending on the needs of the team, and so the successful candidate must be willing to be flexible and proactive in identifying where the team need support.

Expected Key Responsibilities will include:

- Providing project leads with project management, coordination and administration support.
- Consistently monitoring the costs, progress, deliverables and quality of a project
- Organising all project-related paperwork including updating project plans
- Support with quarterly reporting from investees.
- Leading work on improving internal processes, producing dashboards.
- Coordinating and scheduling Team, Board and Committee meetings and events.
- Minute taking at meetings.
- Keeping records of meeting actions and ensuring actions are followed up.
- Collation and formatting of presentations and reports.
- Back-office support, such as coordinating actions on HR, IT, GDPR, etc.
- Managing our online loan management software.

Skills and experience

You will have at least three years' work experience in areas such as: Project Management, Project Coordination or other roles with transferable skills within a dynamic business environment.

Expected Personal Attributes and Skills

- Enthusiastic, self-starter and strong team player.
- Excellent written and verbal communication skills.
- Relationship building capabilities, and an adaptable style.
- Strong organisation skills, with the ability to handle multiple tasks and deadlines.
- Energy and enthusiasm and be able to work well independently where required.
- Strong attention to detail.
- Ability to take responsibility for tasks and get jobs done.
- Experience in minute taking for Board Meetings.
- Strong IT skills, proficient in Microsoft Office (especially in Word, PowerPoint and Excel).
- Good time management.



Desirable Skills

- Accredited Project Management qualification (PRINCE 2, APM)
- Working knowledge or experience of the sport and physical activity and/or social enterprise sector
- Experience in Salesforce systems
- Comfortable in interpreting data sets

Compensation and location details

- Base salary of £25,000 - £30,000 per annum.
- Discretionary bonus of up to 30% of base pay, plus statutory pension contribution.
- Full time (5 days per week) is preferred although part time will be considered for outstanding candidates.
- 25 days flexible holiday plus 2-3 days free at Christmas (plus English bank holidays).
- Hybrid working arrangements.
- Potential to become a shareholder in the future.
- Learning and continuous improvement is core to how we support staff develop. Support is provided for individual development, through external training and coaching from members of the executive team.
- Opportunity to progress rapidly in a growing business and dynamic team.

At least 2 days per week attendance is required in our London Vauxhall or Leeds office.

When appropriate to do so, it is expected there will be some travel.

Application and Interview Process

Interested candidates should send a CV and covering letter detailing their interest in Sporting Assets and relevant experience to: recruitment@sportingassets.co.uk

Applications that do not include a cover letter will be immediately discounted.

Please include in your cover letter your preferred location (London or Leeds), as well as your salary expectations for this role.

The closing date for applications is 9am, 26th May 2023, however we will assess applications on a rolling basis and so the role may close before this date if we appoint a suitable candidate.

All candidates are required to hold the relevant Visas/Work Permits, please include the status of your visa (if relevant) in your cover letter.

Sporting Assets is an equal opportunity employer. We work to provide a supportive and inclusive environment where all individuals can maximise their full potential. Our strong commitment to a culture of inclusion is evident through our constant focus on recruiting, developing and advancing individuals based on their skills and talents.

