

## **Job Description: Sport Programme Administrator**

**Reports to:** Sport Programme Manager

**Location:** West London – currently operating an agile working policy with two core office days (Mon and Thu) in addition to working on-site at events on various days throughout the working week.

**Contract:** Permanent

**Pattern:** Full Time (standard hours 9am-5.30pm)

**Salary:** £28,860 (0.8 FTE)

### **About Ark**

Ark is an education charity and one of the country's top performing academy operators. Our academies are situated in areas of high disadvantage, with over 30% of Ark pupils eligible for free school meals, compared with 16% nationally. We currently work with 36 primary and secondary schools across London, Hastings, Portsmouth and Birmingham. Our vision is to create a group of outstanding schools that radically improve our pupils' life chances.

### **About Ark Sport:**

Ark Sport aims to give every young person in our schools access to inspiring and enriching experiences that help shape their confidence and sense of identity. Through a wide range of sporting opportunities, students are empowered to discover what they love, explore their interests more deeply and develop skills and self-belief that will stay with them well beyond school. This role sits within the Extended Curriculum teams alongside programmes in Music and the Arts.

### **About the role:**

If you are someone who cares about creating opportunities for young people, enjoys the buzz of events coming together, and thrives in a role where no two days feel the same, this could be an exciting next step for you.

We are looking for a Sport Programme Administrator who wants to play a hands-on role in delivering memorable and meaningful sporting experiences across our network. You will be the person who holds the moving parts together: the organiser who keeps plans on track, the problem-solver who can think on their feet, and the calm, reliable presence that helps events run smoothly. This is a role where you will learn quickly, get to take ownership of projects, and see first-hand the impact your work has on thousands of young people.

### **What will you be doing?**

No two weeks look the same, but your work will involve:

- Supporting the planning and delivery of a wide range of sport opportunities and competitions across the year, including our flagship athletics events that bring together around 1,000 students from across the country.
- Keeping projects moving through clear planning, communication, tracking and monitoring.

- Providing logistical support at pupil-facing events, teacher training days and residential courses.
- Making sure bookings, equipment and resources are organised and in place when needed.
- Acting as a friendly and dependable point of contact for schools, teachers, coaches and partners.

It's a brilliant mix of office-based organisation and team administration support, and hands-on event delivery, so ideal for someone who likes to see their work come to life.

### **A week in the life**

Here's an example of what a typical week might look like:

- **Monday & Tuesday** You are finalising logistics for a major athletics event: confirming venue arrangements, preparing and packing equipment and medals, reviewing the operational plan, and ensuring schools have the information they need. You handle final queries and make sure all materials are ready for delivery.
- **Wednesday** You are onsite supporting event delivery, welcoming students and teachers, assisting with registration, coordinating volunteers and overseeing equipment and materials throughout the day. You help ensure the event runs smoothly and manage the pack-down and return of resources afterwards.
- **Thursday** You return to the office to complete post-event administration and routine financial tasks. This includes updating project trackers, reviewing and inputting feedback, checking supplier invoices, and following up on any outstanding items. You also begin preparing for upcoming events, reviewing timelines, confirming next steps and ensuring all operational plans remain on schedule.

### **What can we offer you?**

- We are sincere about wanting to help you grow in the role. From day one, you'll have access to Professional development opportunities including: an enormous bank of digital and in-person Ark-led learning, as well as access to Professional qualifications such as a Project Management Level 3 Apprenticeship. We are also open to discussing ways we can support you to gain other professional qualifications where they are relevant to the role.
- The chance to work on high-profile national youth events and build a portfolio of genuine hands-on experience.
- A supportive team who will help you develop your skills and confidence.
- Enhanced employer pension contribution (employees do not need to contribute anything unless they wish to).
- 27 days' annual leave, plus bank holidays (increases to 29 days after two years' service).

### **Key responsibilities:**

#### **Programme Administration:**

- Support the full lifecycle of student-facing events, from early planning to delivery and post-event follow-up.

- Manage registrations, communications and attendance, ensuring schools have clear and timely information.
- Liaise with venues, suppliers and contractors, coordinating bookings, contracts and logistical requirements.
- Prepare and organise event materials, equipment and hospitality, and record outcomes and feedback to inform future delivery.

#### **Planning and Scheduling:**

- Support the team and programme with operational planning, including organising meetings, tracking progress and highlighting risks or delays.
- Keep accurate records across all programmes including engagement, attendance and performance data.
- Scheduling and diarising calendar so everyone stays aligned throughout the year, and supporting the team with team travel and hotel booking.
- Work closely with internal teams and external partners to ensure smooth operations and high-quality delivery.

#### **Financial and data Management**

- Monitor programme budget, raise purchase orders, track and process invoices in line with financial procedures
- Collect and analyse feedback to support programme evaluation and contribute to reports for senior leaders and funders.
- Maintain a safe, inclusive environment by following all compliance requirements, including safeguarding, H&S and GDPR.
- Secure media permissions and ensure all photography and recordings are stored safely and correctly.

#### **Digital Engagement**

- Manage and update SharePoint sites and MS Teams channels for schools, students and the wider team.
- Collaborate with the central Communications team to plan and deliver timely internal and external updates.
- Keep digital files organised and accessible.
- Support the creation and sharing of digital content that enhances engagement.

#### **Person Specification:**

##### **Qualifications & experience**

- This role would suit someone with around 1–2 years' experience in a professional environment, ideally in an administrative or coordination-focused role, who is looking to develop further within programme and events administration.
- An interest and willingness to work with young people is important. Some experience working with youth (group or individual) would be of benefit, but is not essential, e.g. summer camps, volunteering, crèches or au pair work.

##### **Knowledge & Skills**

- Strong written and verbal communication skills.
- High level of computer literacy, including confident use of Word, Excel, PowerPoint and Outlook for diary management.
- A solid foundation in administration, with the ability to maintain efficient systems and stay organised in a fast-paced environment.

### **Personal Qualities**

- Excellent interpersonal skills and ability to build positive working relationships.
- Proactive and helpful, with a positive attitude towards work.
- Aligns with the belief that every child can thrive given the right opportunities, and understands the part this role plays in that important work.

### **Other**

- Right to work in the UK.
- Ability to travel within London, with occasional travel to Birmingham, Hastings or Portsmouth, using public transport where possible.
- Availability for one residential weekend per year (with TOIL provided).
- Commitment to equality of opportunity, safeguarding and the welfare of all students.
- Willingness to undertake training relevant to the role.
- This post is subject to an enhanced DBS check and yearly Safeguarding Level 1 training (provided).

### **Optional**

- A background and general interest in Sport.
- Curiosity or interest in event planning and delivery.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*