

Governance Support Programme Manager - Advert

- Location:** Home-working (with travel to London office for meetings as required)
- Salary:** £38,100 per annum with excellent benefits
- Term:** Fixed term contract – 12 months (Maternity cover, the contract may end earlier if the substantive post holder returns to work before the end of the 12-month period.)
- Closing date:** 1st March 2026

At Sport England, we want everyone regardless of age, background or level of ability to feel able to engage in sport and physical activity. You can help us do this.

We are looking for a Governance Support Programme Manager to play a critical role in helping us with our ambition for the sport and physical activity sector to embrace good governance in a way that goes beyond compliance and ensures a safe, well-run and enjoyable environment for everyone involved.

Through our work on 'A Code for Sports Governance' (the Code), we are focused on ensuring we work closely with organisations in our sector to drive governance improvement and develop innovative ways to support them with their governance challenges. You will be involved in developing and implementing governance support initiatives to help improve the governance of organisations in the sector and to help ensure they have the tools they need to be able to comply with the Code.

You will play a leading role in managing the impact assessment of the Code. This will be a substantial piece of work with the overall aim being to help us understand if the original intent of the Code (as set out in the Government's 2015 sport strategy [Sporting Future](#)) has been/is being met.

You will also act as a crucial link between the Governance Team and EDI team as we seek to provide partners with further support to help them develop their Diversity and Inclusion Action Plans (DIAPs) and play a key role in supporting Tier 3 partners without DIAPs through a new support process we are piloting.

You will have an understanding of governance and be comfortable forging working relationships across both internal and external stakeholders. You will be comfortable working independently to drive projects as well as working collaboratively to provide project management to the governance support programme overall. Your insight will help Sport England develop fit for purpose governance initiatives to support the sector to overcome challenges and ultimately be in a position to improve their governance.

You will also support Governance Team initiatives more broadly, as required.

Sport England recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, particularly where we are under-represented, currently, this includes disabled people and those from Black, Asian and other ethnically diverse backgrounds.

Job Title: Governance Support Programme Manager

Team: Governance

Reports To: Head of Governance Support

Level: 5

Employment Type: Fixed term contract 12 months (maternity cover, The contract may end earlier if the substantive post holder returns to work before the end of the 12-month period.)

JOB PURPOSE

To support the development and implementation of governance support programmes which contribute to the good governance catalyst in Sport England's *Uniting the Movement* strategy.

Provide project management support across all governance support programmes to ensure that all projects run to time and to budget, any interdependencies between projects are identified and managed, and there is an appropriate communications plan in place for each governance support project.

Coordinate and oversee internal and external consultation processes to ensure the governance support initiatives are developed, reviewed, and refined to be fit for purpose and deliver on their overall objectives.

Act as an advocate and point of contact for key governance support initiatives. Communicate the details of key initiatives to internal colleagues and external stakeholders and assist in answering any broader governance support questions.

Help project manage the project assessing the impact of *A Code for Sports Governance* (the Code). Co-ordinate closely with the contracted third-party supplier (and others where required) to drive timely, on-budget delivery of all project objectives.

Lead and coordinate the delivery of targeted support to ensure Tier 3 partners without existing individual Diversity and Inclusion Action Plans (DIAPs) can develop

them effectively. Work with the Head of Governance Assessment to integrate DIAP requirements into future Code assessments, ensuring alignment with governance standards.

Support the Head of Governance Support on wider governance team projects.

DIMENSIONS	
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Direct Reports: None

Budget: None

Location: Home-working, with travel to London office for meetings as required

Key Stakeholders:

External: Boards and CEOs of funded organisations, UK Sport, Home Country Sport Councils, DCMS, suppliers/external contacts contracted to deliver support programmes.

Internal: Executive, Board, Audit, Risk and Governance Committee, Partner Relationship Leads, Programme and Investment Managers, Legal, Business Support Officers, Equality and Diversity Team.

KEY DUTIES AND RESPONSIBILITIES	% Time
<p>Governance Support Programme</p> <ul style="list-style-type: none"> • Contribute to the development of governance support programmes. • Design implementation plans for delivering governance support programmes. • Manage internal and external consultation processes to ensure governance support projects are developed, reviewed, and refined to be fit for purpose and deliver on their overall objectives. • Act as an advocate and point of contact for identified key initiatives within governance support programmes. • Communicate the details of key governance support projects to internal colleagues and external stakeholders 	20%

KEY DUTIES AND RESPONSIBILITIES	% Time
and assist in answering any questions regarding the wider governance support strategy.	
<p>Governance Support Project Management</p> <ul style="list-style-type: none"> • Provide project management support across all governance support programmes. • Create project plans for each governance support project to ensure that all projects run to time and to budget. • Identify and manage interdependencies between governance support projects. • Develop appropriate internal and external communications plans for each governance support project. • Support procurement of suppliers where necessary to deliver elements of the support programme and continue to provide liaison with these suppliers. 	20%
<p>Code Impact Assessment Project Management</p> <ul style="list-style-type: none"> • Provide project management support across this project • Create a project plan to ensure that the project runs to time and to budget • Support procurement of a supplier to assess the impact of the Code and continue to provide liaison with such supplier • Coordinate with the third-party supplier (and others as required) to ensure successful delivery of all project aims. 	30%
<p>Diversity and Inclusion Action Plans (DIAPs)</p> <ul style="list-style-type: none"> • Lead and coordinate the delivery of target support to ensure Tier 3 partners without existing DIAPs can develop them effectively • Liaise with the Head of Governance Assessment to ensure that Code assessments integrate DIAP requirements 	20%

KEY DUTIES AND RESPONSIBILITIES	% Time
<p>Ad Hoc</p> <ul style="list-style-type: none"> • Undertake other duties appropriate to the level and nature of the role, as reasonably required. • Providing business as usual governance support which underpins the smooth functioning of our operations • Follow policies and procedures in relation to other matters e.g. Health and Safety, procurement 	<p>10%</p>

Our Values

- **Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.
- **Innovative** – Curious, optimistic and relentless, we question established ways of working and learn from each other and from our experiences.
- **Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.
- **Collaborative** – One team, committed to delivering together and working with others to make a difference to people’s lives.

Person Specification

The additional skills, knowledge and experience required.

Essential

- Experience of operating in a similar role in another sector, charity, regulated body or other similar body.
- Experience and an interest in equality, diversity and inclusion work.
- Proven ability to interface directly with Board members and CEOs.

- Strong relationship management skills, including a proven track record of using negotiation skills, advocacy and influencing to drive success both internally and externally.
- Highly developed listening skills with the ability to adapt processes accordingly.
- Clear written and verbal communication skills
- Proven ability to present information in a clear and understandable manner
- Strong project management skills to ensure projects are delivered successfully

Desirable

- Previous experience working in governance support roles or in a role which delivers diversity and inclusion programme support
- Previous experience working in a politically sensitive environment
- Understanding of sport and physical activity, and wider voluntary sector landscape in England