

**STREET
GAMES**

GRANTS AND NETWORK ADMINISTRATOR





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ABOUT STREETGAMES; CHANGING YOUNG PEOPLE'S LIVES THROUGH SPORT

StreetGames is a UK charity on a mission to bring sport to young people's doorsteps. Sport has the power to make young people safer, happier and healthier, but low-income households and under-served communities often miss out.

Together with our network of 1,600 community partners, we're providing equal opportunities through sport.

For over 4 million children and young people living in low-income households and under-served communities, access is often expensive and exclusive, and those who need these opportunities most are too frequently left behind.

We believe every young person deserves a chance to participate.

We deliver positive change using a tried-and-tested way of working called Doorstep Sport. This is the core of everything we do: ensuring young people in under-served communities get the chance to participate in sport in a way that is accessible, inclusive, and relevant to them.

We help our community partners provide activities at the right time, place and price, and in the right style. We also provide training, ensuring delivery of activities by the right people.





OUR VALUES

We hold a set of shared values, through the community of talented people, who work for StreetGames. We hold each other accountable to these values and ensure that we live our values when working with external partners and/or young people. We are:



People-centred

People are at the heart of everything we do.



Passionate

We are passionate about making a difference for children and young people living in low- income, underserved communities.



Positive

We are positive in our approach to every area of our work. We back ourselves to find solutions even when things are challenging.



Pragmatic

We are pragmatic about the approaches we must take to tackle the inequalities for young people living in low-income, underserved communities: the world is not perfectly designed, and we find a way.



Courageous

We are courageous in our approach to creating change. We positively disrupt and challenge in the pursuit of our mission.



OUR COMMITMENTS

StreetGames is a special place to work. Our workplace is a community of talented people who work in innovative and co-productive ways. How we work together reflects a commitment we make to each other. We are committed to:



Respecting Everyone

Valuing every member of our workplace community, treating each other as equals and with kindness.



Being Inclusive

Celebrating the diversity in our workplace community, valuing each others' experiences, skills, expertise, preferences and thoughts.



Being Team Players

Being reliable for each other. Supporting one another to achieve. Creating an environment where people feel included and empowered, and can be creative and supported on their StreetGames journey.



Being Collaborative

Working with others, seeking to utilise the skills and expertise of many. Sharing our learning, ideas, and listening, we achieve the best outcomes for community organisations and young people.



Learning Together

Embracing critical thinking, celebrating success, and encouraging challenge whilst drawing on our learning and then applying our understanding so we can make the most significant impact on young people through Doorstep Sport together.



Acting with Integrity

Championing the highest organisational standards. Being greatly aware of our accountability and responsibility. Doing what we say we will do and holding ourselves and each other to high standards.



Being Agile

By being curious, thinking flexibly and creatively and seeking new opportunities, we pro-actively adapt and provide meaningful support when these new opportunities arise.



Being the People Beside the People

Making decisions in the best interest of the community organisations and the young people we support and represent so they reap the benefits of Doorstep Sport.



EQUALITY, EQUITY, DIVERSITY, INCLUSION AND BELONGING

StreetGames is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

StreetGames is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

We do not want recruitment for diversity to simply be a tick box exercise at StreetGames, it is the right thing to do and the smartest way for us to do our business and enabling us to be representative of the communities we serve, and creating a diverse team is in the best interest of all our stakeholders.

For more information about our approach, visit our website here

[StreetGames Approach – Sport at the right time, place, price and right way.](#)



JOB DESCRIPTION

JOB TITLE: Grants and Network Administrator

LOCATION: Manchester / Hybrid

GRADE/SALARY RANGE: £26,621 – Full Time, Fixed term for 12 months starting August 2026

JOB PURPOSE:

Working with the Grants and Network Manager, the post-holder will help manage the StreetGames Grant Management System (GMS) and will support the distribution of investment that StreetGames provides to its network of Community Partners.

The role involves the administration of the contractual elements of all StreetGames funded programmes and interventions ensuring that necessary compliance and monitoring requirements are fulfilled by delivery partners. The post holder will report to the Intervention Support Manager.

The post-holder will work collaboratively with Project Managers/Programme Leads, Network Support Leads and other StreetGames colleagues to ensure that StreetGames provides an excellent service to the network of community sport providers that is efficient, well-managed and customer centric.



KEY RESPONSIBILITIES

1. To help manage, maintain and administer the StreetGames Grant Management System (GMS).
2. To prepare, issue and monitor Partnership Agreements and contracts with StreetGames Network members.
3. To carry out financial reconciliations on investments made to partners.
4. To work with the Grants and Network Manager and the Finance Team to authorise and issue grant payments to relevant projects and to resolve any queries arising.
5. To ensure accurate and up to date records, databases and spreadsheets are kept for all aspects of the role.
6. To establish good working relationships with StreetGames Community Partners and provide timely and helpful support at all times (via email/telephone).
7. To support Programme Leads, Project Manager, Network Support Leads and other StreetGames staff in day to day administration of the work they carry out.
8. To participate in project meetings linked to StreetGames' funded work and provide updates as and when required.
9. To present information and data in a clear, appropriate format to assist key StreetGames staff.
10. To provide administration support in the ordering, distribution and monitoring of resources as and when required.
11. To work collaboratively across the organisation in keeping with the StreetGames culture and values.
12. Any other roles and duties that may be appropriate for the role.



GENERAL DUTIES

1. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
2. It will be necessary to work with information technology and associated systems in accordance with StreetGames policies.
3. To co-operate with StreetGames in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
4. To carry out the duties and responsibilities of the post in compliance with the StreetGames equity and safeguarding policy.
5. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



QUALIFICATIONS, EXPERIENCE AND KNOWLEDGE

QUALIFICATIONS / EDUCATION / TRAINING:

Qualified to Level 2 (5 GCSE's A-C including English and Maths)

EXPERIENCE AND KNOWLEDGE:

1. Experience of administration in an office environment, ideal administration of grants, using a variety of IT systems.
2. Experience of managing a range of project documentation including Partnership Agreements/Award Agreements and contract information.
3. Experience of using email and telephone as a communication tool with a variety of organisations and individuals.
4. Experience of working across a variety of work areas and teams.
5. Experience of working to and meeting tight deadlines.



SKILLS AND ABILITIES

1. Good organisational skills with the ability to manage a varied workload.
2. Strong I.T. skills with the ability to analyse data from multiple sources.
3. Strong administrative skills with the ability to handle a range of information in electronic and paper formats and maintain good order.
4. Good verbal communication skills (in person and on the telephone) for liaising with colleagues and partners and explaining processes and requesting information.
5. Strong customer care skills with the ability to listen and understand requests and to provide appropriate support.
6. Good written communication skills for producing internal and external reports.
7. Able to plan work effectively so that fixed deadlines are achieved for both internal and external work.
8. Able to understand, analyse and interpret information including spreadsheets, databases and accounts packages.
9. Able to use Microsoft packages including Word, Excel, Outlook and PowerPoint.
10. Able to analyse financial information and identify discrepancies and make amendments.
11. Effective teamwork and communication skills, both written and verbally.
12. Able to work independently and prioritise workload.



BENEFITS

- Hybrid working and access to office space in Manchester and London
- Great work-life balance
- Access to free counselling and support services
- Enhanced family friendly benefits
- Company Socials
- Eye Care allowance
- Cycle scheme
- Pension scheme of up to 8% employer contributions
- 25 days annual leave plus bank holidays
- 2 Volunteering days per year



HOW TO APPLY AND INTERVIEW INFORMATION

You can upload your CV and covering letter, outlining your suitability for the role on our website at

<https://www.streetgames.org/about-us/careers/>

You can email your CV and covering letter, outlining your suitability for the role direct to: people@streetgames.org and quote **GRANTS & NTWRK ADMIN** in the subject line.

If you require any additional support applying for this role, please contact people@streetgames.org and we will try and accommodate any reasonable requests.

Closing date for applications is **Monday, 10th of August at 9:00am**

Interview Details: w/c 17th or 24th of August, TBD

If you know you will be unavailable on the date above, please state this on your application

The following methods are used to systematically remove bias from the shortlisting process:

- **Anonymisation:** Removing all personally identifiable information from an application.
- **Wisdom of the crowd:** Getting more than one person to review applications helps to average out subjectivity for a more accurate assessment of merit.