



The Sporting Memories Foundation

Community Club Co-Ordinator

- 21 minimum - 28 maximum hours per week (flexible and to be agreed with candidate)
- 18 months fixed term contract
- Part time role – FTE £23,755 (Funded by The National Lottery Community Fund)
- Leeds based – potential for working from John Charles Centre for Sport / flexible working from home

We are looking for enthusiastic candidates to work with older people in leisure centres and care settings by facilitating inclusive group activities that are both physically and mentally stimulating, as well as games combined with sporting reminiscence.

You will also be connecting with referral and volunteer organisations in the community to help recruit volunteers and to facilitate beneficiary referrals into Sporting Memories Clubs and activities and supporting individual member referrals and volunteers respectively through their well-being and volunteering journeys

Summary

Sporting Memories is a charity and social enterprise that helps older people to reminisce, replay and reconnect through the power of sport and physical activity.

The Community Club Co-Ordinator is the perfect opportunity to understand the role of sport and physical activity in the Community. You will be helping to run fully accessible and inclusive group sessions that are fun, physically and mentally stimulating and include games as well as sporting reminiscence.

Your responsibilities will include:

- Supporting activities within a weekly Sporting Memories Club within leisure centres and community venues including preparation and monitoring and evaluation reporting.
- Supporting Sporting Memories Club members and volunteers through their wellbeing journey.
- Connecting with referral partners and volunteering organisations in the Community.
- Facilitating inclusive activities in other settings (e.g. day centres and care homes).

- Working closely with community partners within the Sporting Memories Leeds funded project – Hamara, Active Leeds, Burmantofts Community Friends, Maecare and Leeds City Council venues.

Full training will be provided.

Requirements

Essential

- Basic IT skills – able to use basic programmes on a laptop (supplied) for emails, online calls and report writing

Desired Skills

- Empathy with older people and people living with long-term health conditions
- Personability
- Patience
- Good verbal communication skills
- Ability to work independently and without supervision
- There will be a requirement to travel across Leeds on a regular basis, this could be by public transport as part of this role although a driving licence and own transport would be advantageous.

Personal qualities

- Work or lived experience of working with or supporting older people, especially those living with long-term conditions
- Have at least two years of working in a responsible position or related field
- Confidence to travel independently and visit and engage with new and existing organisations
- A good interest in and knowledge of some sports

Qualifications required

None specific – but relevant physical activity/sport qualification for working with older people would be beneficial.

Application notes:

- The post holder will be subject to a Disclosure Barring check
- We would like to recruit and the post holder to start employment as soon as possible but will be looking to recruit the right candidates for the role

About the Employer

Launched in 2011, Sporting Memories supports a wide range of people aged 50-plus, including those living with dementia, living with depression or facing isolation and loneliness to improve their mental and physical wellbeing through our regular club sessions, situated within local communities across England, Scotland and Wales.

They are dedicated to bringing older people together with the aim of making a positive difference in their lives by providing them with a welcoming, supportive and structured environment where they can develop confidence to improve their lives for the better.

Employer

The Sporting Memories Foundation

[Visit employer website](#)

Employment Location

John Charles Centre for Sport

Leeds

LS11 5DJ

Contact for further information

Email: admin@sportingmemories.uk

Call: 07765 864 484 or 07592 639056

To apply for the role

To apply, please send your contact details, CV and personal statement to admin@sportingmemories.uk by Sunday January 25th 2026.