

Recruitment Pack:
PROJECT OFFICER

LONDON
SPORT

We are a
*Living
Wage*
Employer

THE MAYOR'S
GOOD WORK
STANDARD



HEALTHY
WORKPLACE

FOUNDATION
2019

MAYOR OF LONDON

We believe in an active London

A city that runs, jumps, and kicks like no other.

A city where movement is for everyone

No matter the pace

Or the place.

We know the value of being active

And its power to change and save lives

In every corner of our city

But it isn't always easy.

That's why we're breaking barriers of inactivity and inequality

Bringing communities together through movement

Innovating new ways to motivate and inspire

And driving active habits for young Londoners

Not just for today and tomorrow

But for life.

We are London Sport.

And together, we can build a healthier city

Where everyone can live an active life

Let's Move London.

About London Sport

London Sport is a charity working to ensure more Londoners live longer, healthier and happier lives through being active.

Supported by Sport England and the Mayor of London, we collaborate with those who share our vision, running and supporting projects that help children, young people and the least active adults embed sport and physical activity into their lives.

Join the London Sport Team

London's diversity is its biggest asset. That's why London Sport champions equality and strives to reflect our capital's diversity in our Board and staff appointments.

We particularly welcome applications from individuals from diverse backgrounds, ethnic minority groups, disabled people and members of the LGBTQ+ community.

At London Sport, you'll be part of a group of people who believe that we can change the lives of Londoners for the better through sport and physical activity.

We also believe in activity in the workplace. Our office is part of the House of Sport, a three story co-working space founded by London Sport to provide physical activity and sport organisations in London with a base to collaborate, network and learn from one another.

Along with our partners across the building, we are proud of a working culture that supports people to be active, whether that's through early morning yoga classes, lunchtime HIIT sessions, or post-work runs.

We're constantly challenging the sports industry to think more creatively about the ways that it works for London, and we include ourselves in that challenge too. If we're not thinking creatively, we're not thinking clearly enough about what matters for Londoners.

In recent years, we've had a run of successes which we're excited to build on going forward. From the growth of our landmark London Sport Awards to our commitment to helping children form an active habit for life, we're proud to be part of a growing and increasingly important movement to bring activity to people all across London.

We're looking for colleagues who will challenge us, encourage us, and work with us to enable every community in London to reap the benefits of an active life.

The Role

Project Officer

We are looking for a talented and enthusiastic person to join the London Sport team as part of our Physical Activity and Sport Development Team.

You will gain exposure across London Sport's work developed in line with our new LDN Moving strategy, to support Londoners and help them lead more healthy active lives delivering a mixture of planned and ad-hoc support.

The purpose of the role is to support the successful delivery of specific projects and programmes to contribute to London Sport's overall strategy and vision.

What you'll do:

- Working with colleagues, play an active role on delivering against projects and programmes that contribute to London Sport's operational plan and strategy.
- Support the management of projects from ideation to completion, so they are delivered within budget and on time.
- Liaise and work with external stakeholders and partners to deliver project tasks and milestones, fostering collaboration and establishing impactful partnerships.
- Use monitoring data and stakeholder feedback to support the review and propose improvement of projects/programmes. Including Identifying, documenting, sharing and promoting good practice across London Sport's projects and programmes.
- Maintain electronic and paper records, files and databases for the team and for collecting and reporting monitoring and evaluation data.

Who you are:

- You are proactive and work with a positive energy. You enjoy working as part of a team.
- You have an understanding of project management techniques.
- You have experience of effectively delivering or supporting the delivery of projects and/or programmes.

- Good communication skills with the ability to convey information verbally and in writing to meet the needs of the audience.
- Ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.
- Ability to demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to London.
- Passionate about improving the range of opportunities for all Londoners to engage in sport and physical activity.
- You have lived experience of day-to-day life in London.
- You enjoy learning and you are keen to develop your skills and knowledge.

Your Team

London Sport is a team of people with very different backgrounds, experiences and specialisms.

Meet some of the team you'll be working with:

Oliver Sisman | Opening School Facilities Project Manager

As the Opening School Facilities Project Manager, we will be working alongside each other. I have worked at London Sport since January 2021, initially as a Project Manager for Digital before starting this role in January 2023. My previous experience includes working for the Open Data Institute and the NSPCC. I really enjoy being active and I love to spend many hours on the golf course.

Megan | Senior Insight Officer

I've recently joined the insight team having worked in project management for the past seven years, four of those within the Sports Development team at London Sport! Currently I lead on the Active Lives survey for Children and Young People as well as co-ordinating our place-based learnings. Outside of work I enjoy attempting to grow my own vegetables (with varying levels of success!) and I love learning new skills such as baking bread.

Gemma Curtis | Physical Activity Strategic Lead for Health

I bring health expertise to the Organisation to make physical activity accessible to all Londoners, and support London Sport's goal of getting some of our most deprived communities active. I come from a clinical healthcare background with public health project experience and have always been passionate about how movement keeps us healthy and helps manage health conditions. I love being active and in my spare time I love playing netball, ice skating or doing archery. I'm also a bit of a foodie and tend to relax by creating amazing things in the kitchen or out and about with friends finding some of the best street foods London has to offer.

Jolyon Whaymand | Community Engagement Lead – Multi-Sport Facilities

I have recently moved into this role having previously been one of seven Relationship Managers at London Sport, offering support to stakeholders from four boroughs in west London. My background is largely related to delivery of inclusive sport and physical activity projects in London and further afield. I keep myself fit-ish and sane-ish by cycling to and from work and starting the weekend right at my local Parkrun. I'm a three-time brownie baking champion and once threw a '180', much to my shock.

The Process

Application is by completion of a short online application via our recruitment platform ([Applied](#)).

We are committed to fair and unbiased recruitment and use Applied to remove any unconscious bias from our process. You will be asked to answer a small set of questions that address the job description and person specification.

Candidates who successfully progress from the application stage will be invited to an interview.

Key Details:

- Full-time permanent contract preferably but flexible to Part-time permanent contracts
- Salary: £27,500 pro rata
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days + Christmas Closure
- Pension scheme with a competitive employers' contribution
- Life Assurance and Health Cash Plan
- Flexible working: we use a model of 2 plus days in our central London office at House of Sport and working from home, with travel required throughout London
- By applying for the role, you are stating that you are eligible to work in the UK. London Sport is unable to apply for a Certificate of Sponsorship for this role.

Timeline:

- Deadline for applications: 23:59 **on 13 April 2023**
- Interviews: Week commencing 4 May 2023

To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/ucdembschm>

If you have any questions about the role or London Sport, please email hr@londonsport.org.