



LONDON SPORT JOB DESCRIPTION

Job Title:	Specialist Advisor for Workforce
Salary:	circa £40,000 per annum (or pro-rata equivalent)
Contract type:	Fixed Term Contract (up to 12 months)
Hours of work:	between 0.6 FTE and full-time, by mutual agreement
Reporting to:	Director of Operations

About London Sport:

We are here to help physical activity and sport to work better in London. Our vision is to make London the most physically active city in the world, and we have a target of helping to get 1,000,000 Londoners to be more physically active by 2020. The future health of our capital relies on hundreds of different organisations working better together. Between us, we need to improve the opportunities for Londoners to lead an active life by being more collaborative, more efficient, more diverse and more innovative.

We are here to help others do just that. As the first stop shop for physical activity and sport in London, it is our job to bring everyone together, to put [London's Blueprint for a Physically Active City](#) into action, and to help make London a stronger community for everyone.

Purpose of the post:

To lead and be accountable for the development, implementation and achievement of London Sport's plans for Workforce development.

To develop successful internal and external relationships and contribute to overall organisational strategy.

How to Apply:

To apply for this position, please send your CV and a covering letter of no more than 2 sides of A4 outlining your suitability for the role (and specifically how you meet each of the essential criteria within the person specification) to hr@londonsport.org by 9.00am on Tuesday 8th May.

Please note that, as this is a short-term appointment, London Sport will be reviewing applications prior to the final closing date and may therefore make an appointment before that date.



Main activities and responsibilities

1. To oversee and lead the implementation of *Building A Workforce for the Future* - London's strategic plan of action for the effective development of a workforce for physical activity and sport, which supports more people to become and stay physically active.
2. To develop and maintain positive relationships with appropriate stakeholders and partners at a senior level, and other agencies involved in the development and support of the voluntary and paid workforce, to promote London Sport and secure mutually beneficial outcomes through effective collaboration.
3. To develop, lead, review and refine plans for workforce development to contribute to London Sport's strategy, developing appropriate systems for target setting, accountability, responsibility, monitoring and evaluation.
4. To provide leadership, direction and advocacy for London Sport's plans for workforce by communicating internally with colleagues and externally with stakeholders and partners.
5. To contribute to the effective delivery of London Sport's operations as a member of the Operational Management Group and by co-ordination and integration with other areas of London Sport's work.
6. To keep abreast of latest workforce developments and their application to London Sport's aims and objectives, as well as the sharing of this information to upskill the wider London Sport team.
7. To contribute to financial planning, monitoring and reporting, maintaining strong cost control.
8. To continually seek and share best practice and strive to identify and implement service improvement.
9. To carry out duties and responsibilities of the post at all times in compliance with London Sport's policies.
10. To undertake any other duties deemed relevant by the Director of Operations.

Location

The role will be located primarily in the London Sport office in central London but travel to attend meetings and carry out other work-related duties will be required across the whole of London and occasionally beyond.



LONDON SPORT PERSON SPECIFICATION

ESSENTIAL CRITERIA

- A. Knowledge of the challenges and opportunities for workforce development for the sport & physical activity sector, the key stakeholders and successful approaches to achieve a better trained and more effective workforce
- B. A track record of significant achievement of results and impact at a strategic level gained by experience in a development role relating to the physical activity and sport sector
- C. A proven track-record of initiating, developing and managing positive partner relationships at a senior level and securing partner commitment and collaboration
- D. Excellent communication and inter-personal skills; the ability to enthuse, persuade, negotiate and influence in the spoken word and in writing
- E. Excellent organisational skills; the ability to manage multiple projects, prioritise and meet deadlines.
- F. Ability to work on own initiative and as part of a team.
- G. Experience of project management; developing, implementing, monitoring and evaluating delivery plans and budgets for programmes.
- H. Sound strategic, critical thinking and decision-making skills and the ability to find creative solutions to challenges.
- I. An ability to demonstrate a practical commitment to the Values and Behaviours of London Sport (see below)
- J. IT proficient
- K. Ability to demonstrate an understanding of equality, diversity and safeguarding and its practical application.



London Sport Values and Behaviours

1. **Simplicity:** simplify concepts and processes as much as possible
2. **Improvement:** evaluate and challenge to get the greatest possible impact; develop relevant skills and knowledge to improve performance
3. **Creativity:** explore and encourage new ideas
4. **Teamwork & Collaboration:** pursue our own objectives whilst also proactively supporting colleagues and partners to meet theirs; proactively seek and share relevant information
5. **Responsibility:** for our own decisions, actions, results and impact; learning from our experiences
6. **Solution-Focused:** seek solutions whenever we encounter problems
7. **Open:** promote and encourage discussion which is respectful, constructive but challenging