



LONDON SPORT JOB DESCRIPTION & PERSON SPECIFICATION

Job Description:

Job Title:	Sport Tech Hub Programme Manager
Salary:	£32,000 - £45,000 <i>(It is our policy to appoint at the lowest end of the grade; if candidates are able to evidence a higher current salary within the grade, this may be considered at London Sport's discretion)</i>
Contract Type:	Permanent
Hours of work:	Full-time
Reporting to:	Specialist Advisor - Technology for Participation

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.

About Sport Tech Hub:

Established and operated by London Sport, Sport Tech Hub is the first dedicated physical activity and sport innovation hub supporting start-ups from SportTech, FitTech and HealthTech that can help create happier, healthier and more active populations in the capital and beyond.

Sport Tech Hub empowers and scales start-ups through access to a yearly 24 week incubator programme as well as residency opportunity within the physical space based in the House of Sport.

Purpose of the Role:

Overall responsibility for Sport Tech Hub, implementing, driving and delivering the incubator programme, alumni engagement and activating the Sport Tech Hub physical space in the House of Sport.

Showcasing the impact Sport Tech Hub is having as a key contributor towards making London the most active city and a valuable proposition for start-ups, partners, collaborators and mentors involved.

Location:

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



MAIN ACTIVITIES AND RESPONSIBILITIES

Delivery, Maintenance and Enhancement:

- Implement, review and adapt the Sport Tech Hub incubator programme, curating structured content via a range of workshops, seminars and mentoring sessions related to the needs of the selected start-ups.
- Build and manage existing and potential partners / collaborators.
- Build and manage existing and potential mentors.
- Support and engage Sport Tech Hub alumni and residents.
- Run monthly meetings with residents to monitor progress against action plans – set up for working in the space.
- Engage with relevant London Sport staff allowing start-ups to access and navigate the physical activity and sport sector effectively.
- Maintain speedy and concise communication with all that are part of the Sport Tech Hub community.
- Spend time in the market getting to know and building relationships with other incubators / accelerators.
- Grow a pipeline of start-ups interested in being part of Sport Tech Hub – incubator programme and residents.
- Leverage the Sport Tech Hub to achieve shared objectives and support London Sport initiatives.
- Lead the Sport Tech Hub steering group.
- Work with the Sport Tech Hub steering group to apply and secure funding.
- Identify opportunities and create business plan proposals linked to the potential running of hackathons or virtual challenges.

Evaluation:

- Work with London Sport's insight team to implement and maintain measures of success from incubator programme, alumni and residents.
- Produce regular reports on the success of the Sport Tech Hub community.
- Support a strategy, vision and recommendation for future programmes through consultation with Sport Tech Hub's network.

Building a Profile

- Work with London Sport's Event Lead to create Sport Tech Hub related events, including breakfast meet-ups, mid-day roundtables, dinner and drinks socials.
- Present and attend external events, raise awareness of our brand and create new engagement opportunities for the community.
- Work with London Sport's Marketing and Communications Team to create short and long form content to publish and promote across owned and 3rd party channels.
- Attend key meetings with 'superhighway' partners – ActiveLab (ukactive) and Open Active Accelerator (ODI).
- Maintain presence on social media channels.



Person Specification and Selection Criteria:

Essential skills and experience

- a) Experience of project management; developing, implementing, monitoring and evaluating programmes.
- b) A creative thinker that will thrive within an innovative and leading initiative.
- c) Process driven and ability to execute a plan.
- d) Ability to work on own initiative and as part of a team.
- e) A track-record of initiating, developing and managing positive relationships or customer services.
- f) Excellent communication and interpersonal skills; the ability to enthuse, persuade, negotiate and influence in the spoken word and in writing.
- g) An excellent knowledge and understanding of start-ups and tech ecosystem.
- h) Ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.
- i) Ability to work under pressure and adopt a flexible approach to working methods.
- j) Good working knowledge of IT & Microsoft packages.
- k) Ability to demonstrate an understanding of equality, diversity and safeguarding and its practical application.
- l) A commitment to personal development.

Desirable

- Experienced in sales, business development, marketing, PR.
- Knowledge and understanding of the sport & physical activity environment and stakeholders, particularly in London.

London Sport Behaviours and Values

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

How to Apply:

To apply for this position please send your CV, Equality and Diversity Monitoring form and Covering Letter outlining your suitability for the role and how you meet the person specification in no more than 2 pages to hr@londonport.org by 23:59 on 29 July 2018.



Interviews will take place on 3 August.