**LONDON SPORT JOB DESCRIPTION**

**Job Title:** Community Relationship Officer – Urban Sport

**Salary:** £25,500

**Contract type:** Fixed Term, 3 years

**Hours of work:** Full time, 35-hour week and may include some evening times and weekend working as required

**Reporting to:** Relationship Manager

**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](https://www.youtube.com/watch?v=Xyi16-h7rSo) into action, and to help make London a stronger community for everyone.

## **Purpose of the post:**

The primary ethos and approach of the **Community Relationship Officer – Urban Sport** will be to empower community youth organisations to provide young people with the inspiration and confidence to view the public realm in their neighbourhood as an environment of which they – as members of the community – share ownership and in which they are empowered to be active.

The **Officer** will take a people-centred approach, ensuring that young people from the local area are at the heart of all decision making about the project.

The role aims to challenge the ‘No Ball Games’ culture and increase the number of urban spaces where sport and physical activity is permitted and embraced. This work will include regular interaction with **UK** **Wallball**, promoting an activity that is low-cost, simple to learn and play and easily adaptable to urban spaces.

The Officer will develop relationships with organisations that engage young people and support the young people themselves to apply for funding to get more people active in the areas that they live.

**Location**

The role will be located primarily in the London Sport office in central London. Travel to attend meetings and carry out other work-related duties will be required across the whole of London and occasionally beyond. The work across London will be focussed in Barnet, Brent, Camden, City of London, City of Westminster, Ealing, Hammersmith & Fulham, Harrow and Royal Borough of Kensington and Chelsea.

## **Main activities and responsibilities**

1. To positively engage with wallball and urban sport stakeholders and partner organisations to secure their commitment and collaboration towards the strategic objectives shared with London Sport.
2. To work with stakeholders including youth organisations and inactive young people to co-design and manage specific programmes, activities and projects relating to wallball and urban sports.
3. To act as a relationship lead for designated wallball and urban sport stakeholder groups and organisations, primarily at a local level.
4. To develop and successfully implement partnership agreements with relevant stakeholders and partner organisations, defining clear roles and responsibilities.
5. To regularly gather monitoring data, customer insight and user feedback to identify service improvements and to incorporate these into refined plans.
6. To work effectively with colleagues to ensure co-ordination, integration and synergy between work strands and programmes.
7. To continually seek best practice and strive to identify and implement service improvement.
8. To ensure self-development of competencies, skills and knowledge as required by the role.
9. To deputise for the Relationship Managers where necessary.
10. To carry out duties and responsibilities of the post at all times in compliance with London Sport’s policies.
11. To undertake any other duties deemed relevant by the Relationship Manager or Strategic Relationship Manager.

**LONDON SPORT PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. A track record of achievement of results and impact gained by experience in a field related to community, youth and/or sport and physical activity development.
2. An understanding of the development techniques of community-led and youth-led initiatives, particularly those that address the barriers to participation in an urban environment.
3. Excellent communication and interpersonal skills; the ability to enthuse, persuade, negotiate and influence with both young people and organisational stakeholders.
4. A track-record of initiating, developing and managing positive stakeholder relationships or customer services.
5. Excellent organisational skills; the ability to manage multiple projects, prioritise and meet deadlines.
6. Ability to work on own initiative and as part of a team.
7. Sound strategic, critical thinking and decision-making skills.
8. Ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.
9. Good working knowledge of IT & Microsoft packages.
10. Ability to demonstrate an understanding of equality, diversity and safeguarding and its practical application.

**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