

Work with us

LONDON
SPORT

LONDONSport

RECRUITMENT PACK

INSIGHT INTERN

February 2020

LONDON
SPORT

#MostActiveCity

WE ARE NOT SPECTATORS.

We believe in an active London.

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

It's why we do what we do.

Why we work so hard to connect people and organisations.

Helping them develop and grow.

It's why we're here for the inactive. The young. The isolated.

Supporting them, believing in them.

Funding programmes. Creating desire. Fighting corners.

And it's why we work with others to find new ways to motivate and inspire.

So that every Londoner can find their thing.

And be part of the most diverse, creative and active city in the world.

Active is what we believe.

Active is what we do.

We are not spectators.

We are London Sport.

[\[Watch our We Are Not Spectators film here\]](#)

Join the Team

By joining the team at London Sport, you'll become part of a group of people who believe that physical activity and sport can change Londoners' lives for the better.

We work in all parts of London and on behalf of all Londoners to support them to live more active lives. We're constantly challenging the sport industry to think more creatively about the ways that it works for London in 2020 – 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 from every corner of the capital.

And we believe in activity in the workplace too. Our office is part of the House of Sport, a three-storey 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 counterparts throughout the building, we are proud of a working culture that supports people to be active, whether that's through early morning Box Fit sessions, lunchtime runs or evening yoga classes.

In recent years, we've had a run of successes which we're excited to build on in the years to come. From the growth of our landmark London Sport Awards event to the launch of our groundbreaking Sport Tech Hub technology incubator and the expansion of our work with local and regional governments, we've been involved in some of the most exciting moments for grassroots physical activity and sport in London.

We look for colleagues who will challenge us, encourage us and work with us to raise the game for physical activity and sport. At London Sport, we have a goal to be more representative of London and positively welcome people from all communities particularly those that can give us a better understanding of some of the communities about which we have less knowledge. London Sport is an inclusive organisation and welcomes applications from those with protected characteristics under the Equality Act 2010, including ethnic minority candidates, deaf and disabled people and members of the LGBTQIA+ community.

The Role

We are looking for a talented, enthusiastic and ambitious intern to join the dynamic Insight team at London Sport.

This is a varied and exciting role that will develop your skills in research and see you gain valuable experience.

You will put your academic talents into practice and engage with teams across the business, gathering information and providing an evidence basis for our work.

What you'll do:

- You will support the development and delivery of high-quality research for London Sport staff and external partners sharing valuable insights.
- You will gain exposure to primary and secondary research including survey design, field co-ordination, analysis, reporting and presenting.
- You will undertake analyses using Excel; collecting, reporting and presenting KPIs, and pro-actively suggesting improvements.
- You will visualise data using software such as Tableau and Power Bi.
- You will maintain and update the Insight Portal to share useful research publications and data.
- You will support the delivery of events and workshops.
- You will provide administrative support (e.g., handling queries, maintaining files, and sharing summary minutes from meetings).
- You will undertake other duties as assigned by your line manager and other London Sport staff as appropriate.

Who you are:

- You have solid foundation knowledge of the benefits and appropriate applications of quantitative and qualitative research methods, including practical experience of either.
- You have strong communication skills in all forms, with the ability to develop story-led reports and short blogs.
- You are capable of owning multiple tasks and seeing them through to their conclusion, meeting deadlines and prioritising work.
- You are positive and enjoy being a part of a team, having a collaborative approach when it comes to working with others.
- You are proactive in seeking and suggesting improvements, with a keen eye for detail.

Your Team

The Insight, Technology and Data directorate is a large team with very different backgrounds, experiences and specialisms. Meet some of the core members of the Insight Team that you'll be working with:

- **Daniel Stracey | Senior Insight Manager**
I'm a resident East Londoner passionate about city life, tennis, photography and developing my understanding of our dynamic city and diverse population! I'm fascinated by culture, identity, and helping others to achieve a better 'life balance' and healthier outcomes. I lead on research with over 15 years of experience including work with clients such as LinkedIn, P&G and Unicef solving business challenges using co-creation.
- **Laura Green | Insight Officer**
Having grown up in the heart of rural Norfolk, I escaped for city life working as a researcher at the Institute of Psychiatry. Having recently joined the team I love applying insight to encourage people to become more active. I'm a keen runner and spent much of my youth jumping over hurdles and into sand pits. When I'm not running in East London, I'm typically trying out new recipes, travelling or watching stand-up comedy and live music.
- **Tristan Farron-Mahon | Insight Consultancy Manager**
Originally from Dublin, Ireland. I am a former professional tennis player and coach who developed a passion for using insight and research to open up physical activity and sport participation opportunities for all. I lead on our Insight Consultancy offer. When I'm not spending time with my family, you can usually find me watching rugby, reading, walking in the countryside or learning Turkish.
- **Josef Baines | Senior Insight Officer**
Born in Kent and brought up in East Sussex, I am an experienced downhill skier, cross-country skier and marathoner. I also love all things art and culture, food, films, coffee, travelling and Marvel comics! Prior to becoming Senior Insight Officer, I gained experience within the sector providing commercial and consultancy work to clients such as Marylebone Cricket Club and The Football Association.

The Process

Candidates who successfully progress from application stage will be invited to an interview at House of Sport.

Interviews will include a task, and a three-person panel interview lasting no more than an hour.

Key Details:

- Full-time fixed term contract for 1 year
- Salary: £19,200 (London Living Wage)
- Offering 28 days' holiday + 8 public holidays
- Based at our central London offices in the House of Sport 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.
- By applying for the role, you are stating that you are either a current university student or student who has graduated from university within the last 3 years

Timeline:

- Deadline for applications: **23:59 on 9th March 2020**
- Interviews: **23rd and 24th March 2020**
- Start date: **20th July 2020**

To Apply:

- To apply for this role please visit: <https://app.beapplied.com/apply/p0wah4dlsg>

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