

# **RECRUITMENT PACK**

## **PROJECT SUPPORT INTERN**

August 2019

## 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 2019 – 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 yoga classes, lunchtime runs or evening tag rugby leagues.

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. London Sport is an inclusive organisation and welcomes applications from ethnic minority candidates, those with a disability and members of the LGBTQ+ community.

## The Role

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

This is a varied and exciting role that will develop your knowledge and skills in digital marketing and see you gain valuable facilities management experience.

You will put your academic talents into practice and engage with teams across the business, supporting two of our key projects, in the areas of facilities management and digital technology.

### What you'll do:

- You will support the development and delivery of our collaborative working space, House of Sport, ensuring the provision of high-quality customer service.
- You will gain experience in the provision of essential services such as information technology, meeting rooms & event space, general office maintenance and health & safety.
- You will develop understanding in the use of technology and digital methods to bring about behavior change in line with London Sport's objective of reducing inactivity.
- You will support the ongoing development of our digital products range including Open Sessions and Get Active. Using a variety of platforms (including social media) you will respond to enquiries and resolve issues raised by our customers.
- You will support the delivery of a range of events and workshops, covering many topics and participant numbers.
- 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 an interest in the potential of digital and technology, and its role in sport and physical activity.
- You have strong communication skills in all forms, with the ability to keep customers satisfied and to be solution focused.
- 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

London Sport has a team with very different backgrounds, experiences and specialisms. Meet some of the core members of the team that you'll be working with:

- **Chris Norfield | Digital Marketing Lead**  
I lead on our digital marketing work. My role involves combining digital marketing tools and tactics, with behavioural science to reach and engage less active Londoners and help them to become more active. I've worked in various public health and sport and leisure roles over the last 10 years. I play a bit of Sunday League football and try to fit in a bit of running when I can.
- **Kimberley Pierce | Head of Operations – House of Sport**  
House of Sport is a dynamic and engaging co-working space which houses charitable organisations who harness the power of sport for social good. I manage the day-to-day operations of the facility which includes managing the budget and creating exciting engagement opportunities for our residents. Outside of work I am part of an Amateur Dramatics Company currently rehearsing Oklahoma! which keeps me busy.
- **Tim Copley | Director of Insight, Technology and Data**  
I oversee a great team that uses insight, tech and digital approaches to support our goal of helping Londoners be more active. I enjoy problem solving and working out new ways to improve what we do. I've previously worked at Sport England and was also a Director of a sport and physical activity consultancy. Outside of work I'm probably running or looking after two rather energetic kids.
- **Lawrence Roots | Senior Grants and Governance Officer**  
Now in my third position at London Sport I originally joined as a Project Officer Intern after completing my Master's Degree. In this time I have developed skills in grant management and lead on the Satellite Clubs grant funding programme. I spend a lot of the summer playing or watching cricket, and in the off season I get frustrated following the consistently inconsistent Bath Rugby and West Ham.

## The Process

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

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

### Key Details:

- Full-time fixed term contract for 1 year
- Salary: £19,200
- 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.

### Timeline:

- Deadline for applications: **23:59 on 8<sup>th</sup> September 2019**
- Interviews: **17<sup>th</sup> September 2019**

### To Apply:

- To apply for this role please visit: <https://app.beapplied.com/apply/h8obbjtzb>

If you have any questions about the role or London Sport, please email [hr@londonsport.org](mailto:hr@londonsport.org).

London Sport is an inclusive organisation and welcomes applications from ethnic minority candidates, those with a disability and members of the LGBTQ+ community.