

RECRUITMENT PACK

Events Officer



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.

London's diversity is its biggest asset and London Sport champions equality and is an inclusive organisation that strives to reflect this diversity in our Board and staff appointments. We particularly welcome applications from people from diverse backgrounds, ethnic minority groups, disabled people, women and members of the LGBTQ+ community for our roles.

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 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.

We believe in activity in the workplace too. Our office is part of 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 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.

The Role

We are looking for a proactive, confident and organised individual to join the dynamic Commercial, Marketing and Communications team at London Sport, to support the delivery of the organisation's Annual events programme.

What you'll do:

- You will provide effective and seamless administrative support for the end-to-end planning and delivery of in-person and digital events
- You will lead on ticketing and delegate management and monitoring, and provide excellent customer service to VIPs, partners, nominees and guests for our events.
- You will be responsible for the management of event speakers, boosting engagement and ensuring a professional event experience.
- You will support the management and logistics of event suppliers and lead on the day-to-day liaison.
- You will provide ad-hoc admin and logistics support to the events project team.
- You will work closely with members of the Marketing and Communications team to support the successful execution of the promotional campaigns and content development.
- You will work with members of the wider organisation to support the delivery of events that are effective in achieving the organisations strategic aims.

Who you are:

- You are an enthusiastic and dedicated team player with a can-do, hands on approach.
- You have a good knowledge of event support, senior administrator and/or project coordinator roles
- You have exceptional organisational skills and great attention to detail, with knowledge of managing multiple tasks and prioritizing effectively.
- You are a good communicator with the ability to build relationships with a variety of people.
- You are an enthusiastic and creative problem-solver
- You will relish a varied role, whilst being able to work under pressure and deal with competing priorities.

Your Team

The Commercial, Marketing and Communications team currently consists of 5 people with very different backgrounds, experiences and specialisms. We are looking to increase this number to 8 by Mid July.

Meet some of the team you'll be working with:

Rachel Rowe | **Events Manager**

Originally from New Zealand, I moved to London in 2014 and have worked in the event industry across corporate events, special events and weddings, international exhibitions and sport. I'm responsible for the project management and delivery of all London Sport's events including the London Sport Awards, Active London and the Connect Series. Outside of work I spend a lot of my time outdoors, traveling, running, and pottering around my kitchen.

Tanya Rabin | **Director of Commercial, Marketing & Communications**

A Londoner born and raised, I have worked in commercial partnerships, communications and consultancy for many years. I have worked for a number of blue chip brands including Lloyds, Aviva, TSB, Coca-Cola, Samsung and Reebok. I've enjoyed the transition into the not-for-profit sector since joining London Sport in March 2021, applying my expertise to help drive the commercial success of the organisation and ensure that marketing and communications plays a significant part in delivering against our mission and organisational goals.

In my spare time I like to run, go for long family walks with my dog Rosie, and put my feet up with a good book or crime drama.

Andrew Lawton | **Communications Manager**

I was a news and sport journalist for five years before switching to communications. Now I predominantly look after the London Sport website and social media. I completed my first London Marathon in April 2019 but would prefer to be enjoying cricket or skiing – depending on the season.

The Process

Application is by completion of a short online application via our recruitment platform ([Applied](#)).

We are committed to fair and unbiased recruitment and use Applied to remove any unconscious bias from our process. You will be asked to answer a small set of questions that address the job description and person specification.

Candidates who successfully progress from application stage will be invited to an interview.

Key Details:

- Full-time fixed term contract until 31st March 2023
- Salary: £25,000 / year
- Offering 28 days' holiday + 8 public holidays
- Based at our central London offices at 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: **16th January 2022 @ 23.59**
- Interviews: **w/c 24th January 2022**
- Start date: **ASAP**

To Apply:

- To apply for this role please visit: <https://app.beapplied.com/apply/7js2bpgqvj>

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