

RECRUITMENT PACK

HEAD OF CONSULTANCY & PARTNERSHIPS



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 talented, ambitious, and experienced business development professional to join the dynamic Commercial, Marketing and Communications team.

You will lead on the commercial operations and trading arm of the charity, driving forward our diversification of income goals through consultancy services and commercial partnerships.

This is a maternity cover on a fixed term contract until January 2023.

What you'll do:

- Lead on the strategic direction and management of London Sport Consultancy, and its digital marketing, funding, research and insight, and technology services. Implement the 2022-2023 strategy for growth, with a particular focus on business development and driving the client pipeline.
- Lead on the day-to-day operations of London Sport Consultancy, including overseeing the project team (which include our service leads and associates), finance and reporting, contracts, project delivery processes, staff training and marketing.
- Advance the delivery of our Commercial Partnership strategy and the development of a new proposition to take to market. Support the appointment and management of an external business development partner to drive acquisition of strategic commercial partners.
- Support proposal development and the pitch processes for both Consultancy and Partnership prospects, lead on budgeting and development of cost proposals, with subsequent onboarding and resourcing plans.
- Manage the accounts of selected commercial partners, to ensure that London Sport delivers on agreed responsibilities on time, to budget and to a high standard. This will involve client liaison, development of activation plans and managing partnership delivery with other London Sport colleagues.

Who you are:

- Excellent knowledge of working within a consultancy environment on new business development.
- Ability to create innovative consultancy proposals in collaboration with London Sport experts that meet the needs of clients.
- Ability to implement a strategic approach to prospecting for client and partner acquisition.
- A good understanding of financial forecasting and budgeting.
- Experience of developing and delivering impactful and effective strategies and action plans.
- Excellent communication skills and adept at building effective relationships with clients and partners.
- Good practical knowledge of project management.
- Ability to demonstrate an understanding of, and commitment to, equality, diversity and inclusion in London.
- A lived experience of day-to-day life in London.

Your Team

The Commercial, Marketing and Communications Directorate is a team of people with very different backgrounds, experiences and specialisms.

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

Tanya Rabin | Director of Commercial, Marketing and 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.

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.

Andrew Lawton | Senior Communications Officer

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 accounts. I completed the 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 the application stage will be invited to an interview.

Key Details:

- Full-time fixed term contract until January 2023 (Maternity Cover)
- Salary: £42,000 - £47,000
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days
- Pension scheme with 10% employers' contribution
- Life Assurance and Health Cash Plan
- Flexible working using a hybrid model of working from home and in our central London office 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 & Interviews: **We are interviewing as we receive suitable candidates so please do not wait to submit your application. We will close the role when we have identified our preferred candidate.**
- Start date: **ASAP**

To Apply:

- To apply for this role please visit: <https://app.beapplied.com/apply/ts5uzz9ect>

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