



# RECRUITMENT PACK

## INSIGHT INTERN

December 2021



#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.**

**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.**

London Sport exists to make London the most physically active city in the world. We provide support, insight, knowledge and expertise, and collaborate with those who share our vision. Together, we can utilise the transformative power of sport and physical activity to help all Londoners live happier, healthier lives.

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.

## Our Internship Programme

At London Sport, we have been hosting interns every year since 2016. At London Sport we are proud that our organisation is somewhere people can learn and develop and we want our interns to make the most of their time with us.

We know you will start with little, or no experience so we will give you all the support and development you need to help you learn, grow and gain the experience you need to help your future career. As well as a line manager, each intern is also offered a mentor to help assist you with future career goals you have. Our internships run for 12 months starting in July and below is what our past interns thought of their time at London Sport:

### Our Current Interns:

- **Ayshe Gunsaya | Insight Intern**  
I am an undergraduate student studying History and expanding my skills and experience during my placement with London Sport. In my spare time, my main interests are training in the gym, music and fashion! As a proud Londoner and sport enthusiast, I enjoy learning more every day about my city and how to help increase physical activity levels in our residents.
- **Zoe Pace | Marketing and Communications Intern**  
I am a postgraduate student who has been accelerating my commercial, marketing and communications skills during my internship with London Sport. When I'm not working, I enjoy practicing the aerial arts or other niche sports. I love the environment at London Sport and I can't imagine a better place to kick-start your career.
- **Shannon Hall | Project Support Intern**  
I am an undergraduate Sports Management Student and I love learning new skills. Since being at London Sport, I have had the opportunity to complete over 30 development courses, from a Google Analytics Bootcamp to Mental Health First Aid. In my spare time, I enjoy practicing yoga (I am currently studying to become a Yoga Teacher), meditating, meeting new people, and finding new and unique opportunities to broaden my experience across London.

See what our previous interns had to say about their experience at London Sport:

**Holly Smith – Project Support Intern 2020-2021**



'London Sport supported me to make a difference through being critical and independent. I was given ample opportunity to develop and take responsibility across a range of departments. Having completed this placement, I feel better equipped for my future career and am excited to see where this takes me.'

**Parris Johnson – Marketing and Communications Intern 2019-2020**



"Being at London Sport enabled me to develop my skills and provided me with valuable experience in the world of marketing, comms & events that I have taken on with me in my current grad role. You're given responsibility, your opinions are always considered and you are given so much support and guidance. Amazing team and great organisation to work for."

**Abigail West – Project Support Intern 2018-2019**



"London Sport was a really friendly and supportive environment that allows you to develop both the skills and confidence you need for success in the workplace. The experience I built as an intern undoubtedly set me up for the career I am now building in sport for development, and I'd recommend the role to anybody else looking for a chance to learn and develop."

**Alice Liddle – Project Support Intern 2017-2018**



"I really enjoyed my experience as an intern at London Sport. I learnt so much and was able to get involved in lots of exciting projects and events. Living in London for the year was great fun and I even managed to do the London marathon through work!"

## 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 ArcGIS, 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.
- You have lived experience of day to day life in London.

## 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:

- **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 our 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 – often both at the same time!
- **Josef Baines | Senior Insight Officer**  
I am an experienced downhill skier, cross-country skier and marathoner. I also love all things art and culture, food, films, coffee and travelling! 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.
- **Josh Denington | Insight Consultancy Manager**  
I work as Insight Consultancy Manager, leading on the team's insight function, helping organisations to understand their audiences, evaluate their impact, engage communities and support with strategic planning. Away from work I am equally passionate about participating in sport, surfing whenever I get the chance, playing football for my local club and cycling to name a few. Also, I am an avid follower of Arsenal football club.

## 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 at House of Sport or remotely.

### Key Details:

- Full-time fixed term contract for 1 year
- Salary: £19,747 (London Living Wage)
- Offering 28 days' holiday + 8 public holidays
- 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.
- By applying for the role, you are stating that you are a current university student.

### Timeline:

- Deadline for applications: **23:59 on 31<sup>st</sup> January 2022**
- Interviews: **February 2022 – exact dates to be confirmed**
- Start date: **18<sup>th</sup> July 2022**

### To Apply:

- To apply for this role please visit: <https://app.beapplied.com/apply/4rv8rx7tup>

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