

RECRUITMENT PACK

FUNDRAISING MANAGER



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, deaf and 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

You are a talented, enthusiastic and confident person who will lead our Funding work. Working closely with colleagues in our Finance, People & Governance team your work will focus on increasing the skills of a range of partners to support increased funding into the physical activity and sport sector across London. This will include supporting the income diversification ambitions of London Sport.

Central to this will be building relationships with, and the skills of, external partners and London Sport colleagues and working with them to help more people to become physically active.

What you'll do:

- Increase the skills and ability of colleagues and partners to access funding and complete funding applications, through sign-posting, webinars, training and other approaches.
- Engage with London Sport project managers to support the funding process for individual projects and support of London Sport's strategy ensuring that we are able to access non-traditional funds that allow delivery of our Aspirations.
- Working with others, build the funding focus of the London Sport Consultancy including briefing and managing consultants/associates, supporting the identification and winning new business and the delivery of the same.
- Develop a good knowledge of grant funding organisations, trusts and foundations and other non traditional funders, and funds available to London Sport and our physical activity and sport focused partners.
- Provide partners governance advice and guidance, and support improved understanding of, and adherence to, the Code for Sports Governance as part of London Sport's funding advice.
- Act as the key contact for stakeholders both internal and external, in relation to funding.

- Working with colleagues, support our end-to-end grant giving process for existing and new funding streams, to contribute to guidance notes that support high quality grant applications.

Who you are:

- Good working knowledge of funding streams as available to organisations in the charity sector.
- Experience of developing funding applications in an organisation similar to London Sport.
- Commitment to, and understanding of, charity governance as relevant to funding body requirements. This will include having, or developing, a good working knowledge of the Code for Sports Governance and its implications for our partner organisations.
- A Project Manager capable of owning multiple tasks and seeing them through to their conclusion, meeting deadlines and prioritising work.
- Excellent communication skills and adept at building effective relationships with stakeholders.
- An understanding of, and/or hands-on experience in, the financial and governance aspects of giving, and receiving, grant funding.
- You can demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to London with a lived experience of day to day life in London.
- You are positive, proactive and enjoy working as part of a team.

Your Team

The Finance, People and Governance Directorate is a team of people with very different backgrounds, experiences and specialisms.

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

Chris Anderson | **Head of Finance, People and Governance**

I oversee a great team who look after finance, HR and governance for London Sport. I've been lucky enough to have worked for London Sport for over 9 years and have filled a number of roles during that time. I've learnt a lot from my time here and continue to learn each day from the amazing London Sport team. When I'm not working I love watching sport, especially the mighty West Ham, and enjoy escaping reality in films and books.

Lawrence Roots | **Grants and Governance Manager**

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.

Laureece Simmons | **Finance, People and Governance Officer**

I started at London Sport 3 years ago as a university student. During this time, I was supported by London Sport for 2 and a half years to complete a Business Management degree while working Monday to Thursday at London Sport. I am now a full time employee and continue to learn and take up training opportunities across all aspects of my role such as recruitment, HR and finance. During my free time, I enjoy baking and I am a trained dancer in various styles including tap, ballet, contemporary and commercial.

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 permanent contract
- Salary: £35,000 to £38,500
- 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 for applications: 23:59 on Wednesday 22nd June 2022

To Apply:

- To apply for this role please visit: <https://app.beapplied.com/apply/t5qtr80l89>

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