

# Recruitment Pack: PROJECT SUPPORT INTERN

LONDON  
SPORT



HEALTHY  
WORKPLACE

FOUNDATION  
2019

MAYOR OF LONDON

We are a  
*Living  
Wage*  
Employer

THE MAYOR'S  
GOOD WORK  
STANDARD



Watch our Let's Move London film [here](#)

*We believe in an active London*

*A city that runs, jumps, and kicks like no other.*

*A city where movement is for everyone*

*No matter the pace*

*Or the place.*

*We know the value of being active*

*And its power to change and save lives*

*In every corner of our city*

*But it isn't always easy.*

*That's why we're breaking barriers of inactivity and inequality*

*Bringing communities together through movement*

*Innovating new ways to motivate and inspire*

*And driving active habits for young Londoners*

*Not just for today and tomorrow*

*But for life.*

*We are London Sport.*

*And together, we can build a healthier city*

*Where everyone can live an active life*

*Let's Move London.*

## **About London Sport**

London Sport is a charity working to ensure more Londoners live longer, healthier and happier lives through being active.

Supported by Sport England and the Mayor of London, we collaborate with those who share our vision, running and supporting projects that help children, young people and the least active adults embed sport and physical activity into their lives.

## **Join the London Sport Team**

London's diversity is its biggest asset. That's why London Sport champions equality and strives to reflect our capital's diversity in our Board and staff appointments.

We particularly welcome applications from individuals from diverse backgrounds, ethnic minority groups, disabled people and members of the LGBTQ+ community.

At London Sport, you'll be part of a group of people who believe that we can change the lives of Londoners for the better through sport and physical activity.

We also believe in activity in the workplace. Our office is part of the House of Sport, a three story 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 partners across the building, we are proud of a working culture that supports people to be active, whether that's through early morning yoga classes, lunchtime HIIT sessions, or post-work runs.

We're constantly challenging the sports 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.

In recent years, we've had a run of successes which we're excited to build on going forward. From the growth of our landmark London Sport Awards to our commitment to helping children form an active habit for life, we're proud to be part of a growing and increasingly important movement to bring activity to people all across London.

We're looking for colleagues who will challenge us, encourage us, and work with us to enable every community in London to reap the benefits of an active life.

## 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:

#### Beniamin Wojtynski | **Project Support Intern**

I am an undergraduate Sports Management Student at Loughborough University. During my time with London Sport, I have been able to develop a variety of skills in areas ranging from facilities management to digital marketing. In my free time I'm an avid sports enthusiast and will try anything that get me moving. My biggest passion is tennis, as I am a licensed player, coach and umpire. What makes London Sport such a great place to gain working experience is the environment which provides you with endless opportunities to learn.

#### Elena Pernia | **Insight Intern**

I am a postgraduate student accelerating my skills in impact and innovation within the Insights department here at London Sport. Since my start at London Sport, I have had the opportunity to complete a few courses ranging from a Google Data Analytics to First Aid at work. In my spare time, my main interests are rowing, going to the gym and running!

#### Ieva Mikelionyte | **Commercial, Marketing & Communications Intern**

I am an undergraduate Sport, Health, and Exercise Sciences with Business Studies student from Lithuania. Here at London Sport, I have an amazing opportunity to take the first steps in this industry and have an amazing team that helps me develop new skills. Outside of work I enjoy jogging, reading, and exploring 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."

## The Role

We are looking for an enthusiastic Project Support Intern to join the dynamic Finance, People and Governance at London Sport.

This is a varied and exciting role that will develop your knowledge, skills and experience by working across a range of London Sport projects and work areas., You will engage with teams across London Sport supporting on projects, events and office management operations.

### What you'll do:

- You will work with Project Managers and other colleagues to deliver London Sport projects
- You will collect and collate monitoring and evaluation data for projects and programmes.
- You will identify, document, share and promote good practice of London Sport's projects and programmes.
- You will work with colleagues to contribute to the development, review, implementation and maintenance of good governance structures. This could involve working on grant giving projects, reviewing contracts or supporting our Board of Trustees.
- You will gain experience in general office management including supporting IT services, general office maintenance and health & safety.

## Who you are:

- You have good 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 working in teams and foster a collaborative approach. You are also confident and efficient working independently.
- You are proactive in seeking and suggesting improvements, finding opportunities to develop your skills, and have a keen eye for detail.
- You have lived experience of day-to-day life in London.

## Your Team

London Sport is a team of people with very different backgrounds, experiences and specialisms.

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

### Lawrence Roots | **Grants and Governance Manager**

Now in my fourth 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.

### Jordan Barber-Roberts | **Fundraising Manager**

Having recently joined London Sport, I have been surprised with how welcoming everyone has been, as well as the training opportunities provided to me to help me develop within my role and beyond. I am a massive sport fanatic, who enjoys watching and playing sport in my spare time. Main teams I follow are Chelsea and Philadelphia 76ers.

### Laureece Simmons | **HR Manager**

I started at London Sport 4 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 fixed term contract for 12 months
- Salary: £20,111 pro rata
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days + Christmas Closure
- Pension scheme with 10% employers' contribution
- Life Assurance and Health Cash Plan
- Flexible working: we use a model of 2 plus days in our central London office at House of Sport and working from home, 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:

- Start date: 17<sup>th</sup> July 2023
- Deadline for applications: 23:59 on 30 April 2023
- Interviews: Week commencing 8<sup>th</sup> May 2023

## To Apply:





- To apply for this role please visit:  
<https://app.beapplied.com/apply/1ftjjmyhaq>

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