

# Recruitment Pack: HEAD OF PEOPLE

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.

## The Role

You are a proactive enthusiastic and welcoming person who will be a key part of our organisation in this newly created role. Working closely with colleagues across the team under the leadership of the Director of Finance, People & Governance, you will lead and deliver our ambitious People strategy.

Central to this will be building relationships with the London Sport teams working directly to help more people to become physically active.

## What you'll do:

- You will deliver our People Strategy, which includes our ambition to be the *Best Place to Work* ensuring that equality, diversity and inclusion is a central priority of this work at all times.
- You will take a key role in developing HR and People related activities and new initiatives that assist London Sport in its *Becoming More Like London* strategy. This includes a particular focus on increasing our representation of ethnically diverse communities within our staff team.
- Develop our Learning & Development offer at London Sport for colleagues. Working closely with the CEO, SLT and Director of Finance, People and Governance to plan and implement training, learning and development to assist with achieving the charity's goals. You will lead mentoring and performance management initiatives; provide advice and coaching to line managers and colleagues.
- Provide business partner support to the Board, CEO and Senior Leadership Team, supplying advice and guidance on all people culture, human resource management and employment legislation matter. Building credible relationships, coaching, supporting and providing unbiased guidance to managers at all levels.
- Lead the People team to deliver recruitment, retention and support to all London Sport staff. Drive professionalism across London Sport and continue the development of our culture - ensuring it is inclusive, diverse and fit for purpose.

- Working with our HR Manager, Director of Finance, People & Governance and others in the delivery of our day-to-day HR function and associated procedures including where necessary obtaining further advice.
- Ensure the maintenance of appropriate levels of data in line with relevant data protection legislation. Using this data provide useful information and analysis on workforce, recruitment and other area with a focus on equality and diversity.
- In collaboration with colleagues, monitor HR, People and culture trends, bringing proposals to Director and Senior Leadership Team that focus on the retention and recruitment of high quality staff and continually improve our people offer.

## **Who you are:**

- You will be an experienced manager and have specific expertise in one of the following three areas:
  - Leading an HR and employment in-house function
  - Leading training and development initiatives for an organisation
  - Leading an internally focussed equality, diversity and inclusion strategy,
- You will be forward-thinking, proactive and able to work autonomously, with of focus on attention to detail - you'll care about getting things right the first time.
- You have a demonstrable commitment to the personal development of colleagues (and yourself).
- You have a lived experience of day to day life in London.
- You are capable of owning multiple tasks and seeing them through to their conclusion, meeting deadlines and prioritising work.
- You can demonstrate a practical commitment to the values and purpose of London Sport.
- You can demonstrate practical knowledge of, and commitment to, equality, diversity and inclusion in relation to London and to HR functions.
- You are positive, proactive and enjoy working as part of a team.

## 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:

### Emily Robinson | Chief Executive Officer

With experience in both the charity and public sector, I joined London Sport in February 2022. I have lived in southeast London for the past 15 years and enjoy walking and running in the local parks. I have a keen interest in behaviour change campaigns and lobbying and advocacy.

### Laureece Simmons | HR Manager

I started at London Sport 5 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. During my free time, I enjoy baking and I am a trained dancer in various styles including tap, ballet, contemporary and commercial.

### Susan Hutton | Director of Finance, People and Governance

Being possibly the most 'enthusiastically' active person I know, passionate about the huge physical and mental benefits of being active outdoors, working for London Sport is a perfect fit for me. I have the fantastic privilege and pleasure to lead a wide ranging team who support all the work of London Sport's new strategy LDN Moving using our skills and experience to find solutions to enable others.

## 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:

- Permanent contract with flexible options available to suit (standard full time working is 35 hours over 5 days), open to part time (0.8 or 0.6FTE) or other working pattern
- Salary: £55,000 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
- Hybrid 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:

We will be reviewing applications on a rolling basis as we receive them.

## To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/2ih15dahvw>

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