

# Recruitment Pack: Grants Manager

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.

We are committed to equality, diversity and inclusion. We are focussed on ensuring that our workforce is representative of the communities we serve.



## The Role

You are a talented, enthusiastic and confident person within the London Sport team managing our multiple grant streams. Working closely with the incoming Chief Operating Officer you will manage our key grant and project management systems, provide colleagues with expertise relating to the giving and receiving of grants plus contribute fully to our ongoing good governance.

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

## What you'll do:

- Lead on the development and delivery of our end-to-end grant giving process for existing and new funding streams. This includes the day-to-day operation of our Grant Management System, promoting high quality grant applications and guidance notes, which take into consideration both the knowledge and understanding of the respective programmes' priorities and needs.
- Working with colleagues to support the development, implementation and improvement of governance related policies and procedures in line with legislation and organisation objectives. Support the development of key governance risk areas. Managing adherence to policies, procedures and legislation as part of agreed mitigating actions in key governance areas.
- Support the management of projects from inception to delivery, ensuring they are delivered within budget and on time. Including creating and communicating project plans, scopes and schedules; assigning tasks and deadlines, and the quality assure project deliverables. You will also work with the insight team to set appropriate project success metrics, analyse and report this data at appropriate frequencies.
- Working with colleagues, secure investment and funds that support the effective delivery of our work. As part of a team, provide high quality advice in support of grant funding applications with a particular consideration to London Sport governance framework.
- Act as the key contact for stakeholders both internal and external.
- Any other reasonable duties in line with the level of this role.

## Who you are:

- Good working knowledge of grant management; developing and implementing systems, monitoring and evaluating proposals and budgets for programmes and providing feedback to applicants.
- Commitment to, and understanding of, good governance as far as this relates to London Sport as a charity and as a Sport England core funded organisation. This includes advising external organisations on compliance (i.e. grant recipients).
- A project manager with an understanding of, and/or hands-on experience in, the financial and governance aspects of giving and receiving grant funding.
- Experience of working with agile project management methodologies and in creating and managing project documentation.
- Experience of working with software packages to support project management and grant giving.
- Ability to demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to London.
- Ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.
- Lived experience of day to day life in London.
- Excellent communication skills and adept at building effective relationships with stakeholders.
- Capable of owning multiple tasks and seeing them through to their conclusion, meeting deadlines and prioritising work.
- 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:

### Claire Tracey | EA to CEO and Governance Manager

I started at London Sport in October 2022, and was previously Head of Dance at Para Dance UK. I've also worked at a sports for development charity, done school governance and spent over ten years at Merton Council within Early Years, Youth, Play and Intergenerational work. On the side, I am a Ballroom, Latin, Freestyle and Dance Exercise teacher with the IDTA, an inclusive dance teacher, Para Dance Sport Coach and Assessor for candidates training to be inclusive dance teachers. Every week I dance rock 'n' roll jive and 1950s strolls (line dances) and attend rock 'n' roll weekenders here and abroad, as I absolutely hate sport but love music! Always want to be swimming with turtles or gazing at palm trees.

### Claire Sweeney | Senior Finance Manager

I have been with London Sport for 10 years, firstly as an Accounts Payable contractor, then as Finance Officer and now Finance Manager. When I am not crunching numbers I am singing in choirs, jumping around in classes at the local leisure centre or walking in the fields with my spaniel, Maggie, who frequently also makes guest appearances in the office.

### Saagar Santosh | Finance, People and Governance Officer

I have been at London Sport since March of this year, immediately after graduating with an MSc in Sport Management. Given my passion for sport and academic qualifications in both Sport and Finance, the F,P&G officer role was a natural choice for me and saying that I have thoroughly enjoyed my time in this role and at the organisation would be an understatement. This being my first full-time role, London Sport has been the perfect introduction to the sport and charity sector for me, being able to work with a lot of talented, experienced and welcoming group of individuals has been a privilege so far. I believe that London Sport provides the perfect environment for anybody to nurture their passion and develop their skills to further excel in their career path. Outside of work, I try my best to exhibit my passion for sport by playing, coaching and involving myself in numerous sport and physical activities.

## 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
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days + Christmas Closure
- Pension scheme with 5% 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:

- Deadline for applications: **23:59 on Wednesday 1<sup>st</sup> November 2023**
- Interviews: To be confirmed

## To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/bqm0kxhuty>

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