

Recruitment Pack:  
Project Officer

LONDON  
SPORT

We are a  
*Living  
Wage*  
Employer

THE MAYOR'S  
GOOD WORK  
STANDARD



HEALTHY  
WORKPLACE

FOUNDATION  
2019

MAYOR OF LONDON

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 lunchtime runs, evening social sport or other in-office activities.

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

The purpose of the role is to support the successful delivery of specific projects and programmes that contribute to London Sport's overall strategy and vision. We champion a collaborative, place-based approach to sport and physical activity, regularly co-designing with communities. You'll have the unique opportunity to innovate alongside local stakeholders shaping physical activity led by community needs.

## What you'll do:

- Working with colleagues playing an active role in delivering against projects and programmes that contribute to London Sport's operational plan and strategy.
- Support the management of projects from ideation to completion, so they are delivered within budget and on time.
- Liaise and work with external stakeholders and partners to deliver project tasks and milestones to create impactful partnerships.
- Support with facilitating and organising events, forums, and roundtable discussions.
- Use monitoring data and stakeholder feedback to support the review of projects/programmes and propose improvements.
- Identify, document, share and promote good practice across London Sport's projects and programmes.
- Maintain electronic and paper records, files and databases for the team and for evaluation data.

## Who you are:

- You are proactive and work with a positive energy. You enjoy working as part of a team.
- You have an understanding of project management techniques.
- You have experience of effectively delivering or supporting the delivery of projects/programmes.
- You have the ability to collate, edit, summarise and report information.
- You have good communication skills with the ability to convey information verbally and in writing to meet the needs of different audiences.
- You have the ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.
- You have the ability to demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to 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:

### **Daniel Leggett | Development Manager**

My role focuses on supporting the needs of organisations and groups across London, primarily engaging with Local Authority colleagues to affect change. The key services we provide pan-London are known as our 'Universal Offer'. This involves working in partnership with Local Authorities and other system partners to convene stakeholders and partners, signposting opportunities for funding, sharing insight and learning, and developing innovative ideas or projects.

I have experience working in local authority sport & recreation services and partnerships, having lived and worked both in the UK and New Zealand.

I like to stay active through football and hiking predominantly, and I've played some social Netball in the past too. Outside of physical activity I love to cook, so if you have any recipe suggestions, I am all ears!

### **Bianca Meumann | Project Manager – Opening School Facilities**

I joined London Sport in May 2023, initially as a Project Officer and have now been in the Project Manager role for a month or so. Prior to starting at London Sport, I was working as Social Worker and I have extensive experience working in clinical mental health settings both in the UK and Australia. Outside of work I love spending my time reading books, exploring the range activities London has to offer including gigs, live sport and musicals or eating out with friends.

### **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 preferably but flexible to Part-time
- Salary: £27,500 pro rata
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days + Christmas Closure
- Competitive Pension scheme
- 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: 11:59pm on **3<sup>rd</sup> March 2024**.
- Interviews: Week commencing 11<sup>th</sup> March 2024.

## To Apply:

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

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