

Recruitment Pack:

Fundraising, Marketing and Communication Intern

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 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

We are looking for an enthusiastic, hard-working and ambitious intern to join the dynamic Fundraising Marketing and Communication team at London Sport.

This is a varied and exciting role that will develop your skill-set in marketing and communications and see you gain valuable experience in the planning and delivery of events, new business development and commercial partnership activation. You will put your academic talents into real-life scenarios and engage with teams from right across the business.

What you'll do:

- You will grow London Sport's social media audience by creating exciting and informative multi-channel content and managing its distribution.
- You will create high quality marketing and brand materials, with written content to support the organisation's aims, including presentations, news articles, web pages, newsletters and project reports.
- You will attend project visits and help capture content to produce brand assets, including photography, video and recorded interviews to demonstrate the impact of our work.
- You will collect, analyse and present data related to London Sport's marketing and communications work.
- You will support our Events Programme, playing a key role in promotion, marketing, delegate management, ticketing and logistics.
- You will support the team with research to identify potential new funding streams through Commercial Partnerships and Trusts and Foundations.
- You will support the activation of Commercial Partnerships.
- You will undertake other duties as assigned by your line manager and other London Sport staff as appropriate.

Who you are:

- You have strong communication skills in all forms, with the ability to research, write and edit well for publication/promotional purposes.
- You have an in-depth understanding of social media and knowledge of marketing programmes and strategies for products, services and events.
- You are proactive, enthusiastic, ambitious and creative with a keen eye for detail.
- You enjoy being a part of a team and have a positive, collaborative and engaging approach to working with colleagues.
- You have strong organisational and time management skills with an ability to manage and co-ordinate multiple projects at one time.
- 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:

Tanya Rabin | Director of Fundraising, Marketing & Communications

A Londoner born and raised, I have worked in commercial partnerships, corporate social responsibility and communications for many years. I have worked for a number of blue chip brands including Lloyds, Aviva, TSB, Coca-Cola, Samsung and Reebok. I've enjoyed the transition into the not-for-profit sector since joining London Sport in March 2021, applying my expertise to help drive the commercial success of the organisation and ensure that marketing and communications plays a significant part in delivering against our mission and organisational goals. In my spare time I like to run, go for long family walks with my dog Rosie, and put my feet up with a good book or crime drama.

Jennie Rivett | Head of Commercial Partnerships and Fundraising

Jennie is London Sport's Head of Commercial Partnerships and Fundraising, responsible for delivering its commercial strategy. This involves creating impactful partnerships, leading its established research consultancy and working with Trusts and Foundations.

Jennie joined London Sport in 2017 coming from Women in Sport where she led key partnerships and specialised in turning insight into action. She has a background in grassroots sports development having spent time working for several London Boroughs, plus brings experience from a private sports marketing and event agency.

Having been in the sector for over 15 years, Jennie is widely known for building strong partnerships, and as an advocate for taking an insight-led but innovative approach.

Ed Butler | Communications Manager

I work as part of the team to deliver communications strategies across our key projects and events, helping to raise the profile of London Sport and manage relationships with key stakeholders. I'm also responsible for helping develop and deliver our public affairs outreach plan.

Before London Sport, I worked for the Advertising Association, advocating for the advertising industry in Brussels and Westminster, and before that I worked at the Lord Mayor of London's office, leading on the logistics for the international visits.

Outside of the office, I'll be watching any sport I can, particularly football, playing board games with friends, or cooking – probably something Italian!

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 1 year
- Salary: £23,933 (London Living Wage)
- 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.
- By applying for the role, you are stating that you are a current university student.

Timeline:

- Deadline for applications: 23:59 **on 28th April**
- Interviews: Week commencing 6th May

To Apply:

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

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