

Recruitment Pack:
Operations 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 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 and confident person who will be a key part of our Finance, People & Governance team. Working closely with colleagues across the team, you will deliver support and services to London Sport colleagues in the areas of operations and office administration. 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:

- Supporting London Sport colleagues with office administration, by ensuring post is appropriately dealt with, liaising with House of Sport (our landlords), booking couriers and responding to all general enquiries.
- Monitoring and ordering equipment such as stationery, IT equipment and access cards.
- Assisting with logistics, sourcing and booking venues and catering for internal and external events.
- Manage and maintain all user accounts for central online purchases (e.g. Trainline, Zoom, NCVO, Amazon, Addison Lee, Zoho, Sage).
- Maintaining and updating office processes and policies.
- Managing employee mobile phone contracts and resolving any issues with the provider.
- Ensuring compliance with health and safety and accident reporting procedures.
- Maintaining the general office, workspace and storage areas.
- Main point of contact with our IT support consultant and other contractors.
- Supporting the Head of Operations with management of files and data on SharePoint.
- Supporting the HR team with interviews and recruitment if required.
- Any other tasks that are reasonable within the level of this role.

Who you are:

- You are capable of owning multiple tasks and seeing them through to their conclusion, meeting deadlines and prioritising work.
- You have good communication skills and are confident in problem solving.
- You enjoy building and maintaining positive working relationships with partners, contractors and service providers.
- You are friendly and approachable with a can-do attitude.
- You have a lived experience of day-to-day life in London.
- You can demonstrate a practical commitment to the Values and Behaviours of London Sport.
- You can demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to London.
- You have a commitment to personal development.
- 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 and spent over fifteen years within local authorities within education, 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 and rockabilly weekenders here and abroad, as I absolutely hate sport but love music! Always want to be swimming with turtles or gazing at palm trees.

Saagar Santosh | Finance, People and Governance Officer

I have been at London Sport since March 2023, 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 a very 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 sports and physical activity.

Laureece Simmons | HR Manager

I started at London Sport 6 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 have always worked in the Finance, People and Governance Directorate across all three aspects but have worked my way up to HR Manager and chosen this career path for my future. 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 permanent contract preferably but open 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: 23:59 **12th May**
- Interviews: Week commencing 20th May

To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/wcls26vcgk>

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