

Recruitment Pack:
Project Support Intern 2024



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 Project Support Intern to join our dynamic Physical Activity and Sport Development (PASD) team.

This is a varied and exciting role that will develop your knowledge, skills and experience by working with the PASD team on projects and our focus areas. You will also engage with other teams across London Sport supporting on projects, events and office management operations.

The internship will be for 12 months starting in July 2024 based at The House of Sport in London. With this role, you will be supported by a line manager from the PASD team who will guide and facilitate you in your work and development. We understand you will start with little experience and so we will give you all the support and development you need to help you learn, grow and gain the experience needed to embark on your future career.

What you'll do:

- You will work with a variety of PASD team members to support the delivery of London Sport projects and focus areas.
- You will provide admin support for projects and focus areas across the PASD team and wider team depending on priority and team capacity.
- You will accompany team members to visit projects and community meetings across our priority places in place.
- You will take ownership of a jointly chosen project aligned to the London Sport strategy.
- You will attend and contribute to meetings such as the PASD team meeting, away days and events.

Who you are:

- You will have good organisational and communication skills in all forms.
- You have good admin skills and can share updates and input data accurately.
- You will be capable of owning multiple tasks and seeing them through to their conclusion, meeting deadlines by prioritising work.
- You enjoy working in teams and have a collaborative approach. You are also confident to work independently with certain tasks.
- You enjoy working with our priority communities and feel comfortable being able to talk and meet with Londoners.
- You can show our London Sport core values of Welcoming, Purposeful, Curious and Energetic.
- You have lived experience of day-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:

Nicky Barlow | Development Manager

I am a Development Manager working across 2 priority places in Westminster and the Royal Borough of Kensington and Chelsea. I work on our focus areas with local stakeholders, community groups and residents to help support residents and the local workforce to become more physically active. This could be through working collaborative with schools, health organisations and leisure centers to deliver projects that meet the needs of the local population. I also attend lots of network meetings in my boroughs and visit facilities where physical activity and sport takes place. My hobbies include playing tennis and walking my dog.

Sophia Al Hussaini | Project Intern PASD team

I am an undergraduate Sports Management and Coaching student at the University of Bath. During my time with London Sport, I have developed many skills from project management to soft skills, like public speaking, through working across various projects and departments. London Sport has provided me with a safe and encouraging space for me to explore different opportunities, gain confidence, and learn more about the sector. In my spare time I enjoy playing football, basketball, and volleyball!

Miles Lloyd | Project Officer – Opening School Facilities

I started at London Sport in June 2023 having moved from my hometown Bath where I'd previously worked at a small charity for three years. I studied Geography at the University of Southampton and have always loved trying out new sports and challenges. Some of my favourite include tennis, rugby, cricket, triathlons and table tennis! I'm a big advocate for the benefits physical activity can have on people's mental health.

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 **14th May**
- Interviews: Week commencing 27th May

To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/drifmm975p>

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