

Recruitment Pack:
IMPACT AND INNOVATION ADMINISTRATOR



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 Administrator to join the dynamic Impact and Innovation Directorate at London Sport, supporting the varied efforts of our Insight and Impact, Innovation and Digital and Technology teams.

A major part of this role will involve daily tasks to ensure the smooth running of the Sport England Active Lives Children and Young People survey, a valuable source of insight used to shape policy and practice. Handling queries and co-ordinating with schools and recruiters your efforts will encourage survey completion to help track changes in attitudes and behaviours linked with physical activity.

You will also gain exposure to other London Sport projects and programmes developed in line with our new LDN Moving strategy, to support Londoners and help them lead more healthy active lives delivering a mixture of planned and ad-hoc support.

What you'll do:

- Deliver day to day administrative support for the Active Lives Children and Young People survey, co-ordinating with schools and recruiters, handling inbox queries, and helping to ensure schools complete the survey.
- Support the management of London Sport's digital tools and services including Open Sessions, Get Active and the Insight Portal (e.g. gathering data, responding to enquiries, resolving issues).
- Monitor and manage team shared inboxes.
- Provide general administrative support (e.g. setting up events including Innovation workshops, handling queries, maintaining files, and sharing summary minutes from meetings).
- Provide other office administration services including setting up meeting rooms & event spaces, ensuring general office maintenance and health & safety.
- Undertake other duties as assigned by your line manager and other London Sport staff as appropriate.

Who you are:

- You are well organised and have a good attention to detail.
- You have good written and verbal communication skills.
- You effectively manage your time across multiple tasks, prioritising effectively, taking responsibility to deliver tasks efficiently and effectively.
- You are a competent user of software packages e.g. Microsoft Word, Excel and similar to support project management efforts.
- You maintain a positive outlook, proactively address issues/challenges encountered with a solution-focused mindset.
- You have the ability to work independently but also enjoy working as part of a team developing rapport and positive relationships with others.
- You can demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to London.
- 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:

Chris Evans | Head of Digital, Tech and Innovation

I lead our work supporting stakeholders to use digital and technology to reduce levels of inactivity across London. I'm also embedding innovation across all teams enabling us to test, learn and discover new projects and products to get people more active. Sport-tech, digital and innovation have all been common themes in my previous roles across sports development and physical activity.

Josef Baines | Insight Manager

My role is to lead the management and delivery of high-quality insight, evidence and data. Prior to joining the Insight Team, I project managed large-scale London-wide projects, provided commercial and consultancy work and bespoke training courses locally and nationally to clients such as Marylebone Cricket Club and The Football Association. During my spare time, you probably would find me skiing, running marathons, learning to play golf and on the rowing ergo trying to stay fit. I also love all things art and culture, books, food, films, coffee and travelling.

Megan Bevis | Insight Manager

I've recently joined the insight team having worked in project management for the past seven years, four those within the Sports Development team at London Sport! Currently I lead on the Active Lives survey for Children and Young People as well as co-ordinating our place-based learnings. Outside of work I enjoy attempting to grow my own vegetables (with varying levels of success!) and I love learning new skills such as baking bread.

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 3 months.
- Salary: £28,875 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 on Wednesday 22nd May 2024.**
- Interviews: Week commencing 3rd June 2024.

To Apply:

To apply for this role please submit a CV and cover letter to hr@londonsport.org . Please make sure your cover letter explains your reasons for applying for the role, the skills and attributes you would bring to it and your interest in London Sport.

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