

Recruitment Pack:  
Sport Welfare Administrator

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 a part-time Administrator to join the dynamic Sport Welfare Officer team at London Sport, supporting our work with changing safeguarding and welfare from compliance to culture, in sports clubs and organisations across London.

The role will involve daily tasks to ensure the smooth running of the Sport Welfare Officer programme, handling queries and co-ordinating with the Sport Welfare Officer team, London Sport colleagues, Active Partnerships, National Governing Bodies, Local Authorities and Welfare Officers in sports clubs and organisations.

You will also gain awareness of 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 through a mixture of planned and ad-hoc support.

## What you'll do:

- Deliver day to day administrative support for the Sport Welfare Officer team, handling inbox queries, and signposting to the relevant Sport Welfare Officer.
- Support the management of the Sport Welfare Officer Team communication plan, liaising with colleagues to promote the programme and events.
- Monitor and manage team shared inboxes.
- Provide general administrative support (e.g. setting up events including online and face to face forums, 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:

### **Chloe Morfey-Greenberg | Sport Welfare Officer**

I joined London Sport in April 2024, having previously worked as a Safeguarding Manager at a Football Club Trust. I bring a variety of experience from the charity, education and sports sector, as well as a passion for making sport accessible to all. Outside of work, I am a keen footballer with 12 years experience of coaching as well.

### **Gary Palmer | Head of Programmes**

I've worked for London Sport since it was formed in 2014, and before that for the Pro-Active Central London County Sport Partnership. Prior to that I've worked in a variety of sectors including teaching, finance, retail and the entertainment industry. My spare time is split between my family, competing as a master's track and field athlete and supporting Charlton Athletic.

### **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:

- This is a part time, fixed term contract for 21 hours per week until March 2027. The role will likely be for 3 days per week but we are open to discussing other working patterns.
- Salary: £17,325.
- Offering 17 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 18<sup>th</sup> September
- Interviews: Week commencing Monday 30<sup>th</sup> September

## To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/k4vsysrw0r>

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