

Recruitment Pack:  
Executive Assistant to the CEO



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 highly organised and proactive individual to take on the role of Executive Assistant to CEO, who will help us achieve our organisational objectives by delivering high-level support to our Chief Executive Officer (CEO) and Board of Trustees.

You'll be reporting to the Head of Governance.

## What you'll do:

- Provide proactive executive support to the CEO including day-to-day diary management, responding to emails and other communications, organising travel and similar administrative requests. You will also be managing the smooth running of our action focused Senior Leadership Team, setting agendas, capturing actions and updating reporting requirements.
- Be a point of contact for the CEO's key strategic partners (i.e. the Greater London Authority, London Councils and Sport England). Maintaining records of meetings, personnel changes and similar within our Customer Relationship Management (CRM) system on behalf of the CEO.
- Assist the CEO, and other senior staff, with internal and external communications, ensuring they are well-prepared for meetings and engagements. Includes responding to opportunities, drafting briefs, creating presentations and speaking notes.
- Provide secretariat to the Board and all Sub Committees including diarisation.
- Administer and champion the online Board portal (BoardEffect) uploading Board papers, adding documents to the library and maintaining records. Providing other governance-related support as required.
- Build excellent working relationships with the SLT, Finance, People & Governance Directorate and other colleagues across the organisation to support the work of our CEO and Board and promote collaboration and cooperation across teams.

## Who you are:

- You have excellent organisational skills; to manage multiple and sometimes competing demands, to prioritise and meet deadlines often under pressure, with the ability to understand and anticipate needs to ensure appropriate outcomes.
- You are able to work confidently and professionally at a senior level and interact with Trustees. You understand the nature of a CEO's work, have sound judgement and are able to exercise tact and sensitivity with due regard for confidentiality and organisational priorities. Experience working as an EA to a CEO or member of a senior leadership team desirable, but not essential.

- You have strong interpersonal skills, a confident communicator, adept at building effective relationships with a range of internal and external stakeholders.
- You have advanced administrative skills; including setting agendas, collating and disseminating papers, creating accurate minutes, maintaining action registers and ensuring actions are followed up.
- Advanced Microsoft suite skills including Outlook, 365, Word and PowerPoint. BoardEffect portal and Adobe Acrobat skills are also desirable, but training will be provided.
- You have practical knowledge of how Boards operate, preferably gained in a charity or similar environment, which includes the annual governance cycle.
- You have lived experience of day-to-day life in London.

## Your Team

The London Sport team consists of people with very different backgrounds, experiences and specialisms. Meet some of the team you'll be working with:

### **Emily Robinson | CEO**

With experience in both the charity and public sector, I joined London Sport in February 2022. I have recently taken up five a side football and I enjoy walking and running in the local parks. I have a keen interest in behaviour change campaigns and lobbying and advocacy.

### **Claire Tracey | Head of Governance**

I started at London Sport in October 2022 and was previously Head of Dance at Para Dance UK. I've also worked at a sport for development charity, done school governance and spent over ten years at Merton Council within Early Years, Youth, Play and Intergenerational work. 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 weekenders here and abroad, as I absolutely hate sport but love music! Always want to be swimming with turtles or gazing at palm trees.

### **David Tinnion | Chief Operating Officer**

Prior to joining London Sport, David worked for nine years as COO at LYR, a charity opening up rowing and other watersports to young people across London and beyond. He came to work in the charity sector after starting his career in the financial services industry.

## The Process

Candidates who successfully progress from the application stage will be invited to an interview.

### Key Details:

- Part-time, 16 hours to 20 hours per week across four days. 1 full day (7 hrs) in the office each Thursday.
- Salary: £40k pro-rata (£22,800)
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days (pro rata)
- Pension scheme with 5% employers' contribution
- Life Assurance and Health Cash Plan
- Flexible working: we use a model of working from home and a minimum of 2 days per week in our central London office at House of Sport. In this role you will be required to attend the office in Borough one day during the week to meet with the CEO and the Head of Governance.
- 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 Sunday 13<sup>th</sup> October 2024
- Interview dates: w/c 21<sup>st</sup> October

### To Apply:

To apply please visit: [Executive Assistant job with FY Recruitment | 4168399 \(secsinthecity.co.uk\)](#)

If you have any questions about the role, please contact our recruiter Lynda Young [lynda@fy-recruitment.co.uk](mailto:lynda@fy-recruitment.co.uk).