

Recruitment Pack:
Community Coordinator



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

The role will be an integral part of London Sport's Place Team, working specifically across the places identified as part of Sport England's Place-based Expansion programme.

The role will require a thorough understanding of the unique strengths of voluntary and community sector organisations and to co-develop opportunities and resources to enable these organisations to overcome existing barriers.

The role will be responsible for enabling and empowering voluntary and community organisations through the strengthening of their skills, processes and resources. It will focus on fostering relationships, building trust and developing local networks to ensure that local needs are understood and addressed, and that community voice is integral to any decision-making processes.

What you'll do:

- Identify and develop partnerships with community organisations, local authorities, businesses, and other stakeholders to support community development initiatives.
- Act as a bridge between statutory and non-statutory sector partners and the community, engaging stakeholders, local residents, community groups, and relevant organisations to build relationships and partnerships.
- Develop and implement outreach initiatives to connect with diverse community members, ensuring their voices are heard and their needs are understood.
- Organise and facilitate community events, meetings, workshops, and forums to encourage participation and gather feedback on services, initiatives, or issues.
- Use various communication channels (social media, newsletters, meetings) to share information, advocate for community needs, and promote initiatives.
- Conduct surveys, interviews, and focus groups to assess community needs, preferences, and concerns, providing valuable insights for the place-expansion programme planning and decision-making processes.
- Design, implement, and evaluate strategies aimed at strengthening the skills, knowledge, and resources of locally trusted organisations.

- Ensure the processes are straightforward, seamless and accessible to enable and empower locally trusted organisations across all priority places to play a meaningful leadership role within the programme.
- Ensure all members of the community are involved, engaged and represented throughout the design, development, delivery and evaluation of the programme.
- Collaborate with internal teams to ensure that programmes and initiatives align with community needs and preferences identified through engagement activities.
- Monitor and evaluate the effectiveness of community engagement efforts, collect data, and prepare reports to measure impact and suggest improvements.
- Perform administrative tasks as required.

Who you are:

- Able to engage London's diverse communities and build trusted relationships with key organisations and individuals within those communities.
- Passionate about improving the lives of Londoners and their communities.
- Excellent listening and observation skills, which enable you to build a deep understanding of the challenges and opportunities in the communities in which you operate.
- Experience of and the ability to foster collaborative partnerships and plans by identifying shared opportunities, using principles of co-design and co-production.
- Experience in community engagement, outreach, or related roles.
- Able to work independently and collaboratively in a diverse community setting, with the ability to drive plans forward to achieve impact.
- Understanding of place-based working principles and practices.
- A can-do positive attitude and flexible, solution-focused approach.
- Ability to demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to London.
- Lived experience of day-to-day life in London
- Ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.

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:

Alex Gibbons | Deputy Director of Physical Activity & Sport Development

I am a senior leader within our Physical Activity & Sports Development Directorate, but also lucky enough to work closely with colleagues from across the breadth of the organisation, ensuring that best practice and collaboration are central to all our work. I lead on the development and implementation of London Sport's approach Place-based working, engaging and influencing partners and stakeholders whilst overseeing the work of our talented Development Managers.

I have a passion for equality and inclusion having worked for several years in the disability sector, something I continue to champion and drive at London Sport.

I manage to stay active through regular trips to the gym, but only when I get a short break from chasing my two small children around the house, which is currently my main form of exercise!

Bianca Meumann | Project Manager – Opening Schools Facilities

I joined London Sport in May 2023, initially as a Project Officer and have now been in the Project Manager role for a month or so. Prior to starting at London Sport, I was working as Social Worker and I have extensive experience working in clinical mental health settings both in the UK and Australia. Outside of work I love spending my time reading books, exploring the range activities London has to offer including gigs, live sport and musicals or eating out with friends.

Daniel Ampaw | Strategic Lead for Community Sport

I work as part of the team that supports the development of the Community Sport infrastructure in London. We do this by developing relationships with key community sport partners for example National Governing Bodies like the FA (Football Association), LTA (Lawn Tennis Association) or the RFU (Rugby Football Union). Our team aims to connect NGBs with local communities so that they can offer opportunities for Londoners of all ages and abilities to get involved in sport.

Before London Sport, I worked in Local Government for 10 years for mostly South London based local councils. I worked across a number of departments including Children's and Adult's Social Care, Transformation & Service Development and Special Educational Needs. In my final role in local government, I worked on the delivery of the Grenfell Recovery Strategy for the Royal Borough of Kensington & Chelsea. I moved to London Sport after a brief stint working for a local-government consultancy.

Outside of the office I enjoy watching and playing sport, board games, travel and music. A lot of my spare time is spent playing or coaching tag rugby and I play for Great Britain representing them in the last two World Cups in 2018 and 2023.

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 2 year fixed-term contract. We are open to part-time or compressed hours contracts.
- Salary: £37,000 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 Sunday 13th October**
- Interviews: Week commencing 28th October

To Apply:

To apply for this role please visit: [Community Coodinator - London Sport - Applied \(beapplied.com\)](#).

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