



Job Title: Sport Volunteer and Communications Intern

Role:	Responsible for the support and delivery of the London Youth Games volunteering programme GamesForce and the organisations media & communications
Hours:	37 hours a week
Salary:	£16 000 pro rata
Contract:	Starts as soon as possible. Ending July 2019
Location:	London South Bank University, SE1
Holiday:	25 days per annum in addition to statutory bank holidays and lieu days (pro rata)
Reports to:	Head of Operations

Recruitment timetable:

Closing date:	Friday 15 th February 2019
Interviews:	w/c 18 th February 2019

To apply:

	Please send your CV with a covering letter (maximum 2 pages) outlining your suitability for the role to media@londonyouthgames.org by Friday 15 th February 2019.
Please note:	<ul style="list-style-type: none">• CVs sent without a covering letter will not be accepted.• Receipt of your application will be acknowledged by email.• Only successful applicants for the next stage of the recruitment process i.e. interview will be contacted. If you have not heard from us within one week of the positions closing date please assume your application was not successful.
Questions:	If you have any questions about the role please contact Grace Clarke on media@londonyouthgames.org

About London Youth Games Foundation

Our aim is to give every young Londoner a great experience of competitive sport – by running events that people want to compete at, coach at and volunteer at. For every event, the ambition is to run a competition, which turns coaches, volunteers and competitors into fans! These fans inspire more and more young people to get involved in sport by giving them “something to aim at”. Our competitions in 32 different sports, from Archery to Weightlifting, make a real difference to the sporting experience of more than 130,000 young Londoners a year and create a legacy of more community clubs, more volunteers and more athletes who point to LYG as the reason they started in sport.

Some of our athletes go on to compete at the highest level and point to LYG as important to their development. They include World and Olympic Champions, such as Mo Farah, Christine Ohuruogu and Bradley Wiggins.

We are proud of them and like to think we have helped along the way, but what makes us even more proud are the individual stories of the impact of the Games on more than a million ordinary Londoners.



Our Values

Our four values reflect what we are, how we do things, and where we increasingly want to be. They are what guide our decisions and we feel the most important ingredients to making our events special:

- **Be Passionate:** We are passionate about sport, about getting young people active and contributing to their community and most importantly passionate about the competitions and events we stage
- **Be Fun:** We inject fun into everything we do in the lead up to, during and after the events, recognising that having fun is one of the main reasons people compete and volunteer (and work with us!)
- **Be Collaborative:** We play to our strengths and recognise strengths in others. We are inclusive & love team work and empowering people
- **Be Ambitious:** Like every good athlete, we want to achieve great things we want to improve constantly, we are competitive and we care about the result.

What we do

Our work is focused on three key areas:

- **Competition:** the London Youth Games is an annual programme of competition for all young Londoners, the Games have been going since 1977 and have great prestige and heritage in youth sport. Our competitions, now including the School Games in London, give all young people access to inspiring events and support community cohesion through creating a shared sense of identity. Our ambition is to deliver a fun and meaningful programme of competitions to over 130,000 Londoners with a diverse and engaging offer and to create opportunities for young people from every London neighbourhood.
- **Volunteering:** our award winning GamesForce volunteering programme, giving our partners and all Londoners an opportunity to make a meaningful contribution to deliver inspirational sport to young people and a make a positive impact on their community. Over 3000 people volunteer as part of the Games, and our ambition is to make this the leading sports volunteering programme – through our training, deployment and recognition programme.
- **Challenge:** as well as the London Youth Games programme, the Foundation has broadened its approach, working with partners such as parkrun and Create Development to develop new and exciting programmes for schools and the community to get even more young people active and engaged in their schools and communities.

Person Specification:

Essential:	Desirable:
<ul style="list-style-type: none"> • Excellent organisational skills • Excellent computer skills in MS Word and Excel • Good interpersonal skills adapting to different individuals • Flexible approach and a willingness to work weekends • Excellent team player • Possess a “can-do” attitude and strong work ethic • Capable of working unsupervised • A passion for a variety of sports and volunteering • Experience and knowledge in social media. 	<ul style="list-style-type: none"> • Demonstrable experience of working in a volunteering environment • Demonstrable experience of social media skills. • Educated to degree level • London-based during internship



Job Description

Summary:

The overall purpose of this role is to help support the delivery of the Gamesforce volunteer programme and complete day to day communication channels for the organisation.

The post holder will receive 1to1 mentoring with experienced industry professionals and post-internship support and career guidance if desired.

Role Specifics

After your initial training, your role will likely include the following types of responsibilities:

Volunteer:

- Co-ordinating and supporting the organisations volunteering programme, GamesForce
- Mentoring and support to GamesForce Team Leaders and Junior Team Leaders
- Supporting all volunteers, both prior to event days and on event days
- Supporting the retention of volunteers by monitoring shifts completed and rewarding volunteers where required
- Working with the sport and event delivery team to recruit and deploy volunteers across all event days
- Promote GamesForce on all social media platforms making it the most exciting volunteering experience out there
- Monitoring and evaluation of volunteer recruitment.

Communications

- Managing all LYG Social media platforms
- Pre and post event press releases
- Co-ordinating and supporting the 'experience' elements of the games including opening ceremonies and cultural competitions
- Overseeing the LYG 'Respect the Games' campaign.
- Collating content for the LYG website

Other:

- Miscellaneous tasks and office admin as and when required by the organisation
- Play a part in helping to ensure the wider smooth administrative running of the team by e.g. setting up meetings, recording and distributing actions, maintaining the contacts database, collating reports and presentations.