

Job Title:

Sport Development & Delivery Officer



Role:	Responsible for the delivery and operational support of the competition programme.
Hours:	37.5 hours a week
Salary:	£21,000 - £23,000 (dependant on experience)
Contract:	Permanent
Location:	London South Bank University, SE1
Holiday:	25 days per annum in addition to statutory bank holidays and lieu days (pro rata)
Reports to:	Senior Sport Development & Delivery Officer

Recruitment timetable:

Closing date:	13 th September 2019
Interviews:	w/c 23 rd September 2019

To apply:

	Please send your CV (maximum 2 pages) with a covering letter (maximum 2 pages) outlining your suitability for the role to cat@londonyouthgames.org by 5pm on Friday 13 th September 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 Cat on cat@londonyouthgames.org .

About London Youth Games Foundation

The London Youth Games aims to inspire and enable every young Londoner to find their best through sport. As the largest youth sport event in Europe, we provide inclusive and engaging opportunities for young Londoners to take part in sport and physical activity. Last year we reached a monumental milestone of 1.5 million young Londoners participating in the Games since its inception in 1977. LYG are dedicated to offering an inclusive platform for young Londoners to come together to achieve more through sport.

With the additional support of our new partner Nike, we strive to deliver high quality sporting events and moments, elevating the participant, volunteer and supporter experience across all LYG events. At LYG, we are proud of our illustrious alumni, many of whom are now elite Nike athletes such as Alex Scott, Dina Asher-Smith, and Mo Farah.

Our competitions in 32 different sports, from Archery to Weightlifting, Gymnastics to BMX, Diving to Tennis, 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.



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.
- **Participation:** as well as the London Youth Games programme, the Foundation has broadened its approach, working with partners 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"> • Educated to degree level. • Knowledge and experience of competition management and delivery. • Basic understanding of competition pathways and different competition formats in youth sport. • Experience of event and/or project management. • Self-starter with excellent time management skills. • Excellent communication skills, both written and oral. • Experience of working with and alongside others to complete a project with a specific outcome. • Ability to act in a professional and reliable manner as an ambassador for London Youth Games. 	<ul style="list-style-type: none"> • Passion for a variety sports. • Experience of working with children and young people. • Experience of volunteering. • Excellent computer software skills (particularly Excel) to create documents, presentations, spreadsheets. • Able to plan, prioritise and organise work with limited supervision. • Confident working with partners at all levels of seniority. • Strong attention to detail.



Job Description

Summary:

The overall purpose of these roles is to help deliver competitions and events of the highest quality, which inspire and enable young people from across London to take part. The post holder will do this by having direct responsibility for the delivery of particular sports within our competition programme and, working with key delivery partners, they will coordinate the Borough and School entries across the programme of 100 competitions.

Main Responsibilities:

Competition delivery: (60%)

- Manage and deliver a portfolio of high-quality competitions. This will include working with Competition Directors and National Governing Bodies of Sport to ensure the competitions are delivered in the appropriate format and to the highest quality.
- Be responsible for competition delivery on event days ensuring the core team and volunteers are all appropriately informed and supported to be able to fulfil their roles confidently and to the highest quality.
- Support and train volunteers, alongside the Volunteering Officer to collect and manage registration across sports, as well as accurately record and communicate results information onsite and post event.
- Liaise effectively with National Governing Bodies to ensure that the competition programme meets the requirements of the sport's national framework, contributes to the sport's player pathway and develops appropriate exit routes for the young Londoners.

Event Administration: (30%)

- Coordinate competition entries across the programme. This will include preparing databases and admin systems, collecting and communicating entries, formulating draws and sending information for teams.
- Provide support to ensure the Entry Management System (database) for Boroughs and School Games Organisers is effectively updated and managed.
- Responsibility for the administration activity associated with the assigned initiatives e.g. collecting and collating data, monitoring, development grants and feedback.
- Maintain accurate website content to ensure internal and external stakeholders can access relevant information.
- Lead on a programme management system which is comprehensive enough to ensure that competition programme objectives are met to the appropriate timescales and things are not forgotten, but still flexible and user friendly enough to keep the LYG team engaged.

Office Administration (10%)

- Responsible for the administration activity associated with the assigned initiatives e.g. collecting and collating data, monitoring, feedback.
- 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.