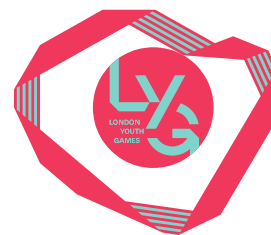


# **LONDON YOUTH GAMES**

## **Sport & Events Administrator Application Pack**



## London Youth Games is recruiting a Sport & Events Administrator

Do you want to play a part in creating the 'world's largest and most inclusive city-focused Youth Games that is accessible to all'? Are you passionate about 'using the power of competitive sport to create life-changing opportunities for all young Londoners'? Do the values of 'Fun, Friendship, Achievement, Inclusivity and Trust' align with your own values? If 'Yes', then we may have an amazing opportunity for you.

The London Youth Games use the power of competitive sport to create life-changing opportunities for all young Londoners. We have three core beliefs that we measure ourselves against.

- 'Sport is a right for all'.
- 'Sport improves physical and mental well-being'.
- 'Sport is a key driver of social integration'.

### Job Title: Sport & Events Administrator

<b>Role:</b>	Support the Sport Development & Delivery & Event & Workforce teams to plan and deliver sports competitions for the London Youth Games, and the wider organization with day-to-day operational administration.
<b>Hours:</b>	37.5 hours a week
<b>Salary:</b>	£21,000 per annum
<b>Contract:</b>	Full-time, fixed term through 31 July 2022
<b>Location:</b>	Office base - London South Bank University, SE1 (remote and home working accommodated)
<b>Holiday:</b>	25 days per annum (pro rata) in addition to statutory bank holidays and lieu days
<b>Reports to:</b>	Sport Development & Delivery Manager / Head of Operations & Events
<b>Recruitment timetable</b>	
<b>Closing date:</b>	12.00pm, Thursday 27 May 2022
<b>Interviews:</b>	Monday 30 May 2022 (via Zoom)
<b>Start date:</b>	Monday 6 June 2022
<b>Questions:</b>	If you have any questions about the role, please contact John Burton on 07397021258



<b>To apply:</b>	<p>Please send your CV with a covering letter (maximum 1 page) outlining your suitability for the role and detailing why you are interested to <a href="mailto:jobs@londonyouthgames.org">jobs@londonyouthgames.org</a>.</p> <p>As an Equal Opportunities employer, we are fully committed to providing equal opportunities for all employees, workers and job applicants, and to eliminating unlawful and unfair discrimination. We aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To support our understanding of how effective we are at ensuring our equal opportunities commitments are upheld we ask all job applicants to complete this voluntary <a href="#">Equal Opportunities Recruitment Monitoring Form</a>.</p> <p>Any responses provided by you will be held in the strictest confidence and kept separate from the job application decision-making process.</p>
<b>Please note:</b>	<ul style="list-style-type: none"><li>• The role will require weekend and evening work.</li><li>• CVs sent without a covering letter will not be accepted.</li><li>• Receipt of your application will be acknowledged by email.</li></ul>

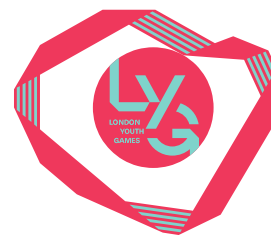
## About the London Youth Games

For over 40 years we have proudly delivered an extensive programme of events including over 30 sports, providing opportunities for young Londoners in both their school and community settings. With our fantastic partners Nike, Sport England, the GLA, London Sport and the 33 Boroughs of London we are excited to enter the next phase of our development having recently released our new five-year strategy “Every Young Londoner’s Games”.

Dina Asher-Smith, Raheem Sterling and David Weir are some of the sporting legends who have achieved great things having taken part in the London Youth Games. However, it is not just elite performers we create opportunities for. We are committed to providing opportunities through both participation and volunteering for all young Londoners, with a commitment that our workforce and the Games become reflective of London’s rich diversity. We encourage applications from people from diverse backgrounds including Black, Asian, and ethnically diverse people, disabled people, women, and people from the LGBTQ+ communities.

## About You

London Youth Games are looking for an enthusiastic and meticulous individual to support our team, and who may be seeking a career in sport events or competition. As a member of a wider London Youth Games team, you will be a proactive and detail-oriented person. Ideally you will be able to demonstrate an understanding of sport competitions and have some experience undertaking administrative duties.



## Role Purpose

Support the London Youth Games team to deliver a wide range of competitions for young people, with a focus on administrative duties. Further support the wider organisation with day-to-day operations duties and tasks.

## Key Responsibilities

### Competition Delivery Support:

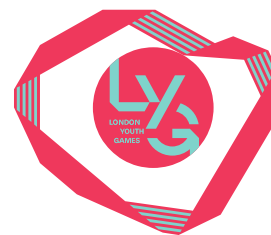
- Be the first point of contact for all phone and email queries, directing these to the appropriate staff members.
- Pre-event: coordinate competition entries including the creation/update of entry processes, collation of entries, formulating draws and sending competition information to boroughs/schools/participants.
- Post-event: publishing results, collating participant data and producing reports for colleagues and stakeholders.
- Support the preparation of documentation, equipment processes and systems required for effective delivery of the competition on event day.
- Support the administration of the entry and competition management platform, including support for stakeholders utilising the platform.
- Support competition delivery on event days as required, working with staff and volunteers to fulfil their roles to the highest quality.

### Event Administration:

- Support the Event & Workforce team with administrative tasks, such as production schedules, compiling equipment lists and liaising with suppliers and venues.
- Keeping stock of and ordering the necessary Games delivery equipment.
- Support the set up and break down of event sites as and when needed.
- Support financial processes such as monitoring volunteer and officials expense claims and submitting these for payment.

### Other:

- Support the CEO & Head of Operations with any other administrative tasks as required, which may include generic office or financial administration.



## Person Specification

### Essential

- Knowledge and experience of administrative processes in a professional environment.
- Basic understanding of sport competitions and/or event operations.
- Strong attention to detail.
- Strong written presentation skills.
- Ability to work in a dynamic team environment and meet tight deadlines.
- Experience working with Microsoft Office products.

### Desirable

- Experience working on a variety of sports.
- Experience of working with young people.
- Experience with competition entry and management systems.
- Experience with basic data collation and reporting.

## Other Requirements of Role

- The post holder will work some evenings and weekends.
- LYG has a commitment to a positive work-life balance.

## Equality and Diversity

- LYG is committed to championing equality and diversity in all aspects of employment and in the services that it provides.
- All employees are expected to understand and promote the LYG Equal Opportunities Policy in the course of their work.
- LYG is fully committed to the principles of equality of opportunity. We are responsible for ensuring that no job applicant receives less favourable treatment, on the grounds of age, gender reassignment, religion or belief, sex, sexual orientation, race, marriage and civil partnership, pregnancy and maternity, disability, or socio-economic background than any other.
- Disabled applicants meeting the minimum requirement of the role will be offered an interview. Please indicate in your cover letter if this may be applicable to your application.