



LONDON YOUTH GAMES

**Head of Development and Delivery
Application Pack**



London Youth Games is recruiting a Head of Development and Delivery

Do you want to play a leading role 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: Head of Development and Delivery

Role:	To effectively lead, develop and deliver the sports, events, youth engagement and workforce areas for LYG, aligning to strategic priorities and objectives, whilst fostering effective relationships with partners and stakeholders.
Hours:	37.5 hours a week
Salary:	£42,500 - £47,500 per annum + benefits
Contract:	Permanent
Location:	Hybrid approach, with staff working c. 3 days/week in the office, based at London South Bank University, SE1.
Holiday:	25 days per annum in addition to statutory bank holidays and lieu days
Reports to:	Chief Executive
Recruitment timetable	
Closing date:	9.00am, Friday 2 nd September 2022
Interviews:	Friday 16 th September 2022
Start date:	7 th November or ASAP after this date
Questions:	If you have any questions about the role, please contact Andy Dalby-Welsh on andy@londonyouthgames.org



To apply:	<p>Please send your CV with a covering letter (maximum 2 pages) outlining your suitability for the role and detailing why you are interested to jobs@londonyouthgames.org.</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 Equal Opportunities Recruitment Monitoring Form.</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>
Please note:	<ul style="list-style-type: none">• The role will require some weekend and evening work.• CVs sent without a covering letter will not be accepted.• Receipt of your application will be acknowledged by email.

About the London Youth Games

For 45 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 a resilient and strong leader with an extensive background in sports development, competition and/or event management. You will have strong inter-personal, communication and presentation skills, and have an innate ability to influence and nurture relationships with stakeholders, partners and other organisations. You will also have a passion for engaging young people in sport and have a desire to explore new and innovative ways to do this.



Role Purpose

The Head of Development and Delivery for London Youth Games will be required to effectively lead, develop, and deliver LYG's competition and workforce programmes aligned to our strategic priorities. Driving forward the development and delivery of a first-class event programme, ensuring high quality competitions and activities are delivered to timescales and within budget.

Key Responsibilities

Lead delivery aligned to strategic & operational objectives:

- Support the Chief Executive to implement and continuously evaluate strategic priorities whilst meeting internal and external reporting requirements.
- Ensure that the delivery objectives and standards of performance are not only understood but delivered against by the delivery team.
- Ensure systems, policies and practices reflect best practice and are consistent with the organisations values.
- Provide high quality operational reports to Chief Executive and Board of Trustees.
- Play a full and effective part in the organisation's senior leadership team.

Oversee the day-to-day operations across the organisations core delivery functions:

- Lead on project management and support the delivery team across the organisations core functions – Sport, Events, Youth Engagement and Workforce.
- Lead on the creation of programme timelines across these functions, ensuring they are planned, delivered, reviewed and are underpinned by effective logistical planning and implementation.
- Ensure appropriate operational and assurance control systems are in place and managed.
- Manage internal team meetings and ensure that communication between the team is effective, identifying opportunities for different workstreams or programmes to share resource and maximise delivery/engagement opportunities.
- Play a central role in communications between the delivery team and other team members at LYG.

Oversee the sport development and events programme:

- Provide leadership and oversight for the London Youth Games sport development & event portfolio.
- Oversee effective project management plans are in place, including milestone tracking, risk management, communication/branding, logistics, health and safety, venue/facility operations and supplier management.
- Support the development of the competition and entry management system – Playwaze – exploring ways to maximise engagement with stakeholders.
- Oversee departmental budgets and ensure all events are delivered within budget, with regular reconciliation and reforecasting.
- Explore & develop new inspiring events and activities, both face-to-face and digitally to increase engagement and participation of young people from a variety of backgrounds.



Oversee the youth engagement and workforce development programme:

- Ensure strong communication between the sport/events teams and workforce development to create a comprehensive programme of volunteer and youth engagement opportunities.
- Oversee the development and expansion of the YG33 programme, enhancing opportunities for young Londoners to learn and develop their skills through sport.
- Oversee the growth and development of the GamesForce programme, engaging new volunteers that represent the diversity of London.

Work closely with the CEO on stakeholder relationships and exploring new partnerships:

- Maintain, develop, and expand relationships with delivery partners and other organisations that are focused on youth sport and engagement, leading to resource efficient delivery.
- Facilitate the growth and development of the YG programme by building positive relationships with key stakeholders, utilising consultation, and change management processes to maximise engagement.
- Lead on the calendar of stakeholder events for the Open/Borough Games with Borough Team Organisers (Sport Development Officers within Local Authorities).

Person Criteria

Essential

- Extensive competition and/or event management experience at a senior level.
- Proven experience delivering large scale projects and events on time and on budget.
- Demonstrable experience of working knowledge of health and safety processes and procedures.
- A track record of managing and forecasting significant budgets.
- Proven ability to lead, develop and motivate people and teams.
- Demonstrable experience implementing change in large scale and/or complex operations.
- Proven experience managing and developing relationships with internal and external stakeholders.
- Excellent oral and written communication skills with ability to present.
- Knowledge and understanding of the sport landscape nationally and in London.

Desirable

- Knowledge of measuring the impact sport can have on the lives of young people and volunteers.
- Experience developing and implementing digital platforms and systems in sport.
- Working knowledge of sports & safeguarding governance, policies and processes.
- Ability to deliver programmes that engage young people.
- Connections with, or experience of working with National Governing Bodies and other sport delivery partners.



Other Requirements of Role

- The post holder will need to 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.