



**LONDON YOUTH GAMES**

**Disability Activation Manager  
Application Pack**



## London Youth Games is recruiting a Disability Activation Manager

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: Disability Activation Manager

<b>Role:</b>	To lead the development and delivery of the organisation's work providing growing participation and volunteering opportunities for young disabled people.
<b>Hours:</b>	37.5 hours a week
<b>Salary:</b>	£29,000 - £33,000
<b>Contract:</b>	3-year fixed term
<b>Location:</b>	Hybrid approach, with staff working c. 3 days/week in the office, based at London South Bank University, SE1.
<b>Holiday:</b>	25 days per annum (pro rata) in addition to statutory bank holidays and lieu days
<b>Reports to:</b>	Head of Development and Delivery
<b>Recruitment timetable</b>	
<b>Closing date:</b>	9.00am, Wednesday 30 November 2022
<b>Interviews:</b>	Thursday 8 December 2022 (in person)
<b>Start date:</b>	Earliest Opportunity
<b>Questions:</b>	If you have any questions about the role, please contact John Burton on 07397021258 or <a href="mailto:john@londonyouthgames.org">john@londonyouthgames.org</a>



<b>To apply:</b>	<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 <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>• 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 Greater London Authority, London Sport and the 33 Boroughs of London we are excited to enter the next phase of our development, creating positive sporting experiences that will reach all young Londoners and provide them with the opportunity to access some of London's most inspirational London 2012 venues.

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, women, people from the LGBTQ+ communities and particularly for this role disabled people.

## About You

London Youth Games are looking for a skilled, enthusiastic, and passionate individual to develop and deliver opportunities for young disabled people. As a member of our wider London Youth Games team, you will be proactive, dedicated, and a passionate advocate for this area of work. You will be able to demonstrate an understanding of sporting pathways/competitions for young disabled people, the challenges that this community face in being active and opportunities that exist for our organisation to better support and engage this community.



## Role Purpose

To lead and to collaborate with the wider team to deliver projects, competitions, and events for young disabled people. Further support the wider organisation and our networks by building awareness of the growing opportunities for young disabled people across our programmes and across London.

## Key Responsibilities

### Programme Development & Delivery:

- Continually assess opportunities for development in our School Games & ParaGames programme and work in partnership to deliver these sports. This will include working with Competition Directors and/or National Governing Bodies of sports to ensure the competitions are delivered in the appropriate format, and rules and regulations are up to date and communicated.
- Coordinate competition entries across the School Games & ParaGames. This will include the creation/update of the entry management system, collation of entries, formulating draws/schedules and sending competition information to boroughs/schools/participants.
- Work with the Events and the Workforce team to identify necessary venue, equipment and volunteer requirements to ensure exceptional delivery of the competition.
- Be the key point of contact for ParaGames events, responding to queries from boroughs, schools, parents, and participants to maximise participation.
- Review and update event information on the LYG website, ensuring this remains up-to-date, and any changes are communicated to necessary stakeholders.
- Support the collation and processing of participation data for reporting purposes.
- Work with colleagues, stakeholders, and partners to develop our programme and to enhance the inclusive opportunities for young disabled people to take part alongside the non-disabled community through festivals or formal competitive opportunities.

### Growing our Reach:

- Work with our stakeholders, networks, and broader partners to build awareness of opportunities and reach new young disabled people.
- Identify and work with key partners to enhance the development of our programme benefiting young disabled people, and creating additional pathways to engage with physical activity and sport.
- Create opportunities and grow the representation of disabled young people to engage with our LYG33 youth advisory programme.
- Develop opportunities and enhance the number of people with additional needs and disabilities that can benefit from volunteering at the London Youth Games.
- Lead on the Inclusive Coaches Project, developing opportunities to grow coaching and officiating skills of young disabled people and change perceptions of disabled people's role within sport.



## Person Specification

### Essential

- Knowledge and experience of the challenges faced by disabled young people to be active.
- Understanding of how to deliver excellent sport competitions and/or events aimed at providing opportunities for disabled people
- A knowledge and understanding of organisations who engage with and deliver for the benefit of young disabled people.
- Experience of delivering high quality sports events/opportunities for young disabled people.
- Strong team working skills
- Excellent communication and networking skills
- Ability to multi-task and prioritise workload.
- Experience of successfully working in a dynamic team environment.
- Experience working with Microsoft Office products.

### Desirable

- Experience working on a variety of sports.
- Experience with competition entry and impact management systems.
- Experience with basic data collation and reporting.
- Understanding of the charity/trust funding landscape.
- Experience pulling together regular stakeholder communications.

## 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.