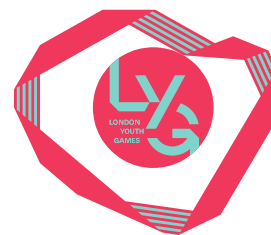


# **LONDON YOUTH GAMES**

## **Sport & Events Officer Application Pack**



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

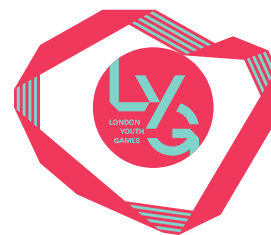
Do you want to play a part in creating the 'world's largest and most inclusive city-focused Youth Games that is accessible to all'? Are you passionate about 'using the power of competitive sport to create life-changing opportunities for all young Londoners'? Do the values of 'Fun, Friendship, Achievement, 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 Officer

<b>Role:</b>	Support the Sport Development & Delivery and Event team to create exceptional competitions, events and experiences for young people across our School & Open Games programmes.
<b>Hours:</b>	37.5 hours a week
<b>Salary:</b>	£23,000 - £27,000 per annum
<b>Contract:</b>	Full-time, fixed term through 31 July 2023
<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>	Sport Development & Delivery Manager / Events Manager
<b>Recruitment timetable</b>	
<b>Closing date:</b>	9.00am, Thursday 24 November 2022
<b>Interviews:</b>	Thursday 1 December 2022 (in-person)
<b>Start date:</b>	Tuesday 3 January 2023
<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 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>• Applicants must be comfortable driving vans in London, and hold a full, clean UK Driver's License.</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>

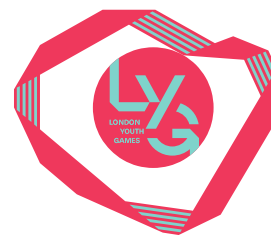
## About the London Youth Games

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 a team-oriented individual with strong inter-personal skills, and great enthusiasm for sports, youth and event management. You will understand the core principles associated with exceptional competition delivery and have a basic understanding of event management processes and policies. The ideal candidate will have some experience organising sports competition in a one-off event format.



## Role Purpose

Support the Sport Development & Delivery and Event team to create exceptional competitions, events and experiences for young people across our School & Open Games programmes and leading on all aspects of a small portfolio of competitions and events.

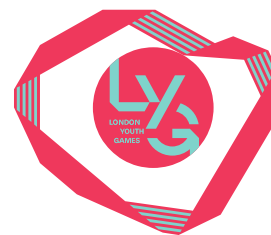
## Key Responsibilities

### Competition Delivery:

- Continually assess opportunities for development for your portfolio of sports, 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 your portfolio of sports. 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 your portfolio of competitions, 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.

### Event Management:

- Support the Event Manager to manage all operations related to event delivery, and in some instances lead on certain events.
- Collate and finalise event documentation for your portfolio of events, and support the Events Manager as required with this.
- Liaise with venues to ensure appropriate access times, storage and staffing have been arranged.
- Booking of event equipment transportation.
- Support collation and packing of equipment at our storage unit ready for each event.
- Lead on pre and post-event logistics, including the transportation of event equipment, set up of branding and sporting infrastructure at the event site, and break down of event site.
- Work closely with the Sport Development & Delivery team to ensure all event logistics and sport requirements are met for each event.
- Maintain relationships with external suppliers including venue contacts, sub-contractors, professional services, and any other providers.



## Person Specification

### Essential

- Some experience/understanding of delivering sports competitions and/or event management.
- Experience working with partners and stakeholders to deliver successful events, including venues and suppliers.
- Experience producing event documentation and adhering to organisational policies.
- Ability to work in a high-pressure, fast paced team environment.
- Ability to meet tight deadlines and prioritise workload.
- Knowledge of Microsoft Office applications.
- Strong written and verbal communication skills.
- Full UK driving license and willingness to drive small-to-medium sized vans in London.
- Able to work on weekends

### Desirable

- Experience working with registration and/or competition management systems – Playwaze.
- Understanding of budgets, including basic forecasting and reconciliation.
- Understanding or experience working across a variety of sports.
- Experience creating or improving partnerships to meet delivery outcomes.
- Experience of working with young people.

## Other Requirements of Role

- The post holder will work some evenings and weekends.
- The post will be required to drive small-to-medium sized vans in London.
- 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.