



LONDON YOUTH GAMES

Sport, Events and Business Operations
Officer

Application Pack



London Youth Games is recruiting a Sport, Events and Business Operations 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 'integrity, collaboration & inclusivity' 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 and Business Operations Officer

Role:	To plan develop and deliver sport events and competitions for the London Youth Games, and to support the wider organization with day-to-day operational administration.
Hours:	37.5 hours a week
Salary:	£24,000 to £27,000
Contract:	Full-time, fixed term through to 31 Aug 2025
Location:	Office base - London South Bank University, SE1. Hybrid with possible home working 3/2-day split.
Holiday:	25 days per annum in addition to statutory bank holidays and lieu days
Reports to:	Chief Executive / Director of Development
Recruitment timetable	
Closing date:	Friday 26 th January 2024
Interviews:	Thursday 15 th February 2024
Start date:	Earliest opportunity subject to any notice period.
Questions:	If you have any questions about the role, please contact Andy at info@londonyouthgames.org



To apply:	<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 info@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 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 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”.

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 event and competition delivery and/or sports administration. 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

To deliver a range of sports events and /or competitions for young people. To support with the charities operational and administrative duties.

Key Responsibilities

Competition and Event 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 YG 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.
- Post-event: publishing results, collating participant data and producing reports for colleagues and stakeholders.

Operational and Administrative:

- Be the first point of contact for all phone and info email queries, directing these to the appropriate team members.
- Support financial processes such as monitoring volunteer and officials expense claims and submitting these for payment.
- Support with the management of charity contact list and communications.
- Support with the coordination of VIP opportunities within the YG events programme.
- Manage external provider contracts such as office, phones and printing equipment.
- Support Chief Executive with communication with Board where required.
- To support Chief Executive with Board related good governance procedures.
- To oversee the YG team's use of Share point platform.
- Work with wider team to ensure YG website is kept up to date.



- Support the CEO & Director of Development 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.
- Understanding of the necessity for managing the confidentiality of sensitive information
- Excellent organizational skills.
- 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.
- Demonstrable experience of working with Microsoft Office products.

Desirable

- Experience working in a variety of sports.
- Understanding of skills required, and experience of working with young people.
- Experience with competition entry and management systems.
- Experience with basic data collation and reporting.
- Experience of working with Word Press website.

Other Requirements of Role

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

Equality and Diversity

- YG 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 YG Equal Opportunities Policy in the course of their work.
- YG is fully committed to the principles of equality of opportunity. We are responsible for ensuring that no job applicant receives less favorable 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.