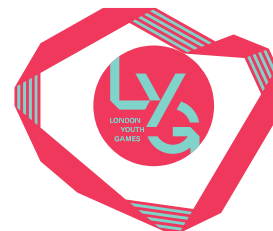


# **LONDON YOUTH GAMES**

## **Sport & Workforce Officer Application Pack**



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

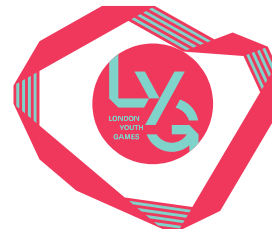
Do you want to play a part in creating the 'world's largest and most inclusive city-focused Youth Games that is accessible to all'? Are you passionate about 'using the power of competitive sport to create life-changing opportunities for all young Londoners'? Do the values of 'integrity, collaboration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

<b>Role:</b>	Support the sport and workforce teams to create exceptional competitions, events and experiences for young people across our five strategic programmes.
<b>Hours:</b>	37.5 hours a week
<b>Salary:</b>	£24,000 - £27,000 per annum
<b>Contract:</b>	Full-time, fixed term through 31 <sup>st</sup> August 2025
<b>Location:</b>	Hybrid - Office base - London South Bank University, SE1. Possible home working 3/2-day split.
<b>Holiday:</b>	25 days per annum in addition to statutory bank holidays and lieu days
<b>Reports to:</b>	Youth & Workforce Manager
<b>Recruitment timetable</b>	
<b>Closing date:</b>	Friday 26 <sup>th</sup> January 2024
<b>Interviews:</b>	Wednesday 14 <sup>th</sup> February 2024
<b>Start date:</b>	Tuesday 12 <sup>th</sup> March 2024 and subject to notice periods
<b>Questions:</b>	If you have questions relating to the role, please contact Katie Berry at <a href="mailto:info@londonyouthgames.org">info@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:katie@londonyouthgames.org">katie@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 32 Boroughs and City of London we are excited to enter the next phase of our development.

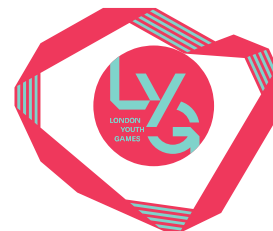
We are committed to providing opportunities through both participation and volunteering for all young Londoners, with a commitment that our workforce and the Games become reflective of London's rich diversity. We encourage applications from people from diverse backgrounds including Black, Asian, and 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 engagement and event management. You will understand the core principles associated with exceptional competition delivery and have a good understanding of youth engagement, volunteers and workforce programmes. The ideal candidate will have some experience organising youth engagement/volunteer programmes and sports-based experiences.

## Role Purpose

Support the Youth & Workforce and Sport Delivery teams to create exceptional events and experiences for young people and volunteers across our LYG33, GamesForce, School Games and Open Games programmes. Leading on all aspects of a small portfolio of programmes, competitions and events.



## Key Responsibilities

### Youth Engagement:

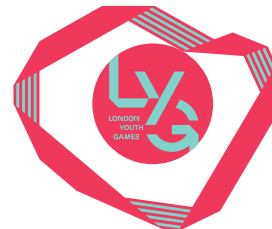
- Lead on the development and delivery of the YG33 Alumni programme to engage with past and present members and track the long-term impact of the YG33 programme.
- Support the planning, organisation, delivery, and evaluation of the YG33 (Youth Leadership) programme. This will include organising venues, event logistics, measuring impact and working with the YG33 Leadership Team to plan and deliver sessions.
- Support with the recruitment of YG33 participants to ensure a cohort which is representative and reflective of the rich diversity of London.
- Support with identifying further youth engagement strategies to ensure YG is always relevant and effectively engaging young people.

### Workforce:

- Manage the GamesForce Teams (Young Leaders) programme through recruiting, liaising with stakeholders to organise training, communicating event information and implementing the new GamesForce Teams Leadership Accreditation.
- Lead on engaging volunteers in the GamesForce community through methods such as the monthly volunteer newsletter.
- Identify and develop strategies to reward and recognise volunteers.
- Support with recruiting and deploying GamesForce volunteers.

### 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 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.



## 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.
- Passion and drive to provide meaningful experiences for young people and volunteers.
- A proactive approach to work.
- Understand the importance of youth engagement within the organisation.
- 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.
- Able to work on weekends.
- Enjoys a dynamic team environment.

### Desirable

- Experience working with registration and/or competition management systems.
- Experience of managing and developing workforce/volunteer programmes.
- Understanding or experience working across a variety of sports.
- Experience creating or improving partnerships to meet delivery outcomes.
- Full UK driving license and willingness to drive small-to-medium sized vans in London.
- Experience of working with young people.

## Other Requirements of Role

- The post holder will be required 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.