



London Youth Games Foundation

Development & Impact

Applicant Pack

Location: London (hybrid with regular presence required at the Foundations office and pan-London delivery venues required)

Salary: £28,000 to £30,000 per annum dependent on experience

Reports to: Head of Operations

Contract: Permanent, full-time

Pre-appointment checks: This post is subject to an enhanced DBS check including a check of the children's barred list, and to the satisfactory completion of safer recruitment checks as a condition of appointment, with a statutory probation period in accordance with organisational obligations.

Equality and Diversity

London Youth Games 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.

London Youth Games is fully committed to the principles of equality of opportunity, and to a fair and inclusive selection process. No candidate will receive 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.

Candidates will be asked what adjustments they need to take part on an equal footing. Adjustments can be requested at any stage of the process and can be requested more than once.

Safeguarding Statement

London Youth Games Foundation is committed to safeguarding and promoting the welfare of children, young people and adults at risk. The successful candidate will be expected to share this commitment, follow relevant safeguarding policies and procedures, and complete any required checks and training.

Appointment is subject to satisfactory references.



About London Youth Games Foundation

As a registered charity, London Youth Games Foundation (LYG) has been creating life-changing opportunities through sport for young Londoners, volunteers and coaches for half a century. Every year, London Youth Games delivers an extensive representative sport programme, engaging young people through both its own Open Games and the national School Games programme. To date, more than two million young Londoners aged 7–17 have taken part, inspiring sporting legends like Sir Mo Farah, Dina Asher-Smith, Alex Yee, Christine Ohuruogu MBE, David Weir CBE and Chloe Kelly. With a community first governance structure, the 32 London boroughs and the City of London are not just beneficiaries of London Youth Games, but proud members, ensuring a needs-led approach to social change.

With inclusion and opportunity at the heart of the charity's mission, the Inspire Festival programme introduces sport and physical activity to young people from all backgrounds and of all abilities. London Youth Games is dedicated to empowering young people by providing a platform for participation, and personal development, harnessing lifelong engagement and paying forward the benefits in their own communities. Through its LYG33, GamesForce and Inclusive Coaches programmes the foundation unlocks the power of youth voice, volunteering and coach development, putting opportunity and sustainability at the core of communities for generations to come.

In 2027 London Youth Games will be celebrating its 50th anniversary, with a series of golden jubilee celebrations showcasing the historical and future impact of the charity.

Easy Navigation to:

[Role Purpose](#)

[Role Description & Key Responsibilities](#)

[Person Specification](#)

[Application Process](#)



Role Purpose

The successful candidate will be a key member of the Development & Impact Team, working collaboratively with colleagues to create life-changing opportunities for young Londoners through sport and physical activity.

The role will coordinate the delivery of a portfolio of youth sport programmes, competitions and events, ensuring high-quality experiences for all participants, volunteers and stakeholders. The role will be accountable for the robust impact measurement, insight and reporting of Open Games and School Games events relating to their sports portfolio.

The role will hold delegated accountability for the project coordination of the organisation's flagship Finals Festival. The role will also be responsible for analysis and impact reporting of Inspire Festivals, LYG33 youth voice programme, GamesForce volunteers and Inclusive Coaches.

About You

We are looking for a proactive, collaborative and highly organised person who is motivated by the positive impact that sport can have on young Londoners. We are a small staff team that operates within a wide community of stakeholders, priding ourselves on a culture built on respect for one another, innovation and having a can-do attitude.



Role Description & Key Responsibilities

Sport Programme Delivery

- Coordinate the planning, delivery and evaluation of a portfolio of London Youth Games sport competitions, events and programme activity across borough, school and community settings.
- Work with boroughs, schools, National Governing Bodies, delivery partners, venues and volunteers to ensure safe, inclusive and high-quality sporting experiences for young people.
- Lead on competition administration for designated sport portfolio, including planning, entries, schedules, draws, rules, event information, results and participant communications.
- Identify opportunities to improve access, participation and progression for young Londoners, particularly those who experience barriers to sport and physical activity.
- Work as a part of a delivery team to facilitate high-quality events, festivals and programme experiences for all stakeholders.
- Collaboratively manage on the day event logistics, staffing, operations, health & safety, and any other delivery requirement.

Impact, Insight and Evaluation

- Support the development and implementation of London Youth Games' impact framework, ensuring delivery teams capture meaningful data, stories and learning from programmes and events.
- Collect, analyse and present participation, demographic, volunteer and outcome data to demonstrate the impact of LYG on young people, communities and stakeholders.
- Prepare clear reports, dashboards, case studies and evaluation summaries for internal planning, funders, partners, trustees and external communications.
- Use insight and feedback from young people, volunteers, boroughs and partners to recommend improvements to programme design, delivery and accessibility.

Youth Engagement, Leadership, Inclusion and Partnerships

- Ensure youth voice is embedded across sport delivery and impact work, enabling young people to help shape programmes, experiences and evaluation approaches.
- Offer support and mentorship to programme participants, building confidence and shaping outcomes for young Londoners.
- Build engagement with LYG33, GamesForce and Inclusive Coaches to strengthen pathways for young leaders, volunteers and coaches within the London Youth Games community.



- Develop collaborative relationships with borough officers, schools, community organisations, sports partners, volunteers and young people to support inclusive delivery across all 32 London boroughs & City of London.
- Champion equality, diversity and inclusion in all aspects of sport delivery, ensuring activities are welcoming, accessible and reflective of London's communities.
- Maintain accurate programme information across relevant digital systems, websites and communications channels, ensuring stakeholders have timely and accessible information.
- Contribute to a culture of evolution across the charity by sharing insight, evaluation findings and practical recommendations with partners.

Other Requirements of the Role

Evening and weekend working is a requirement of the role with events, competitions and programme activity across London.

Full UK driving license and willingness to drive small-to-medium sized vans in London.

The role requires travel between venues across London, including at short notice.

Roles and responsibilities as detailed in this job description are not exhaustive. Any material changes to the post holders' remit will be communicated in a timely, consultative manner, giving written notice before implementation.



Person Specification

Essential Knowledge and Experience

- Experience supporting the planning, coordination and delivery of youth sport, school sport, community sport, events or physical activity programmes.
- Understanding of how sport and physical activity can deliver positive outcomes for young people, including confidence, wellbeing, belonging, skills development and social connection.
- Experience working with a range of stakeholders, which may include schools, boroughs, community organisations, sports clubs, National Governing Bodies, volunteers, venues, young leaders or delivery partners.
- Experience collecting, organising and using programme data, feedback or evaluation information to understand impact and improve delivery.
- Awareness of safeguarding, equality, diversity and inclusion principles in youth sport, education, community or charity settings.

Essential Skills and Abilities

- Confident organisational and administrative skills, with the ability to manage competing priorities, coordinate logistics and meet deadlines.
- Excellent written and verbal communication skills, with the ability to produce clear information, reports, briefings and updates for different audiences.
- Ability to build positive and professional relationships with young people, colleagues, volunteers, delivery partners and external stakeholders.
- Ability to work independently, use initiative and contribute effectively as part of a small, ambitious charity team.

Desirable

- Exposure to the mechanisms of competition administration, event operations, sport development, volunteer coordination or youth leadership programmes.
- Experience preparing monitoring, evaluation and impact reports for funders, partners, trustees or senior leaders.
- Exposure to mentoring, coaching or leadership programmes, with the confidence to develop these skills to use when working with young people.
- Knowledge of London's youth sport, school sport, charity, voluntary sector or borough delivery landscape.
- Relevant qualifications or training in sport development, coaching, youth work, evaluation, project management, or safeguarding.



Personal Attributes

- Passionate about the role sport and physical activity can play in improving opportunities and outcomes for young Londoners.
- Committed to inclusion, youth voice and reducing barriers to participation for young people from all backgrounds.
- Collaborative, adaptable and solutions-focused, with a practical approach to problem solving during programme planning and live event delivery.
- A positive attitude, with a willingness to learn from feedback and young people's experiences to improve future delivery.
- Ability to work with others, bringing energy and a desire to make a difference.

Application Process

To apply for this role please send the below to danni@londonyouthgames.org

- Your CV
- A Covering Letter - stating why you are suitable for the role and how your experience and knowledge will benefit London Youth Games

Applications must be received by 11pm on Sunday 15th November 2026.

Short-listed candidates will be invited to interview on Friday 20th November. All interviews will be in-person at the London Youth Games Foundation office.

The selection process, assessment format and timetable will be shared with all shortlisted candidates ahead of the commencement of this stage of recruitment.