



London Youth Games Foundation

Head of Operations

Applicant Pack

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

Salary: £45,000 to £50,000 per annum dependent on experience

Reports to: Chief Executive

Direct Reports: Development & Impact Team; Designated Safeguarding Lead

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.

Every candidate 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.

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Role Purpose

Following an extensive realignment of organisational capabilities across London Youth Games Foundation (LYG), ensuring that programme and event delivery sits at the heart of the charity's activity, LYG are recruiting for the new position of Head of Operations.

The Head of Operations will be accountable for ensuring that LYG delivers safe, high quality, inclusive and impactful sport and leadership opportunities for young Londoners. This role leads the strategic planning and operational delivery of all LYG programmes, including youth leadership & workforce programmes, borough-based competitions, major events, and the annual Finals Festival.

This role is responsible for ensuring all LYG programmes are run professionally, safely and efficiently, exceeding expectations of all stakeholders. The Head of Operations will nurture key organisational relationships, including boroughs, schools, National Governing Bodies, sponsors and partners, providing excellent partnership management in pursuit of shared outcomes.

The Head of Operations will line manage all members of the Delivery & Impact Team, supporting the delivery of all events, promoting inspiring, life-changing sport and leadership opportunities for young people and their communities. The role will be accountable for the personal development of team members through proactive performance management, embedding a high-performing team culture across all employees, contractors and volunteers.

The role of Head of Operations holds financial oversight, with responsibility for operational budgets, spend management and funding or grant reporting. The role will play a key part in the identification of, and application for future charitable and partnership funding, measuring ongoing impact and identifying areas of opportunity.

About You

London Youth Games is looking for a proven leader with an extensive background in sports development, competition and/or event management. You will bring experience of strategic leadership and operational management across complex and multi-stakeholder environments, evidencing the ability to lead teams and influence individuals.

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

1. Operational Leadership

- Manage day-to-day operations across the organisation's business functions, event planning, logistics and execution of the five London Youth Games programme pillars.
- Implement and optimise operational processes to ensure efficiency and effectiveness both internally and externally.
- Lead operational planning and delivery of all London Youth Games events and programmes, where relevant empowering line managed staff through delegated responsibility.
- Ensure all events and programmes meet London Youth Games quality standards, delivery outcomes, safeguarding requirements, and NGB technical regulations.
- Oversee scheduling, venue booking, equipment management, staffing, volunteer deployment, and event logistics.

2. Safeguarding, Welfare & Risk Management

- Hold senior operational accountability for safeguarding across all events, working alongside the Designated Safeguarding Lead.
- Oversee the continual development and implementation of the organisation's welfare and safeguarding policies, procedures and practices.
- Identify and mitigate operational risks to ensure the safety and wellbeing of participants, staff and volunteers, ensuring a positive experience for all stakeholders.
- Ensure compliance with relevant laws, health & safety regulations, child protection standards, organisational policies and incident reporting protocols.
- Oversee the risk assessment and reporting mechanisms for all London Youth Games events and programmes.
- Lead operational responses to incidents, near misses, and emergency situations, liaising directly with the CEO and Board of Trustees.

3. Partner Engagement & Stakeholder Management

- Build strong operational relationships with delivery partners, including boroughs, schools, youth & community organisations, venues and London local authorities.
- Drive participation through high-quality stakeholder management, including the timely and relevant communication of relevant resources, information, and partnership opportunities.
- Work closely with National Governing Bodies and delivery partners to ensure technical standards and sport rules are applied consistently, fairly and aligned with London Youth Games values.



- Represent London Youth Games at Borough forums, partner meetings, and networking & sector events.

4. People Leadership & Workforce Development

- Line manage the Development & Impact team, fostering a culture of accountability, collaboration, and continuous improvement.
- Line-manage members of the Development & Impact team, supporting individual personal development and wellbeing.
- Lead the engagement of contractors and delivery partners, ensuring alignment with London Youth Games organisational purpose and values.
- Oversee the recruitment, training, and development of seasonal staff and volunteers, embedding London Youth Games values and behaviours.
- Build a positive, inclusive, youth centred culture across all events and programmes.
- Ensure workforce planning supports peak delivery periods, including the holistic management of delivery during non-core working hours.

5. Operational Systems, Data & Infrastructure

- Oversee operational systems including Monday.com, TeamSportz, reporting databases, and volunteer management tools.
- Ensure accurate data collection and management for participation, scoring, results, and reporting.
- Lead the continuous improvement of operational processes, workflows, and digital tools.
- Manage equipment, storage, transport, and venue operations.

6. Financial Oversight & Resource Management

- Manage operational budgets for all London Youth Games events, programmes and workforce development.
- Oversee procurement, supplier management, and contract negotiation.
- Ensure cost-effective spend management, while maintaining high quality and safety standards.
- Support organisational growth through input into funding bids, grant reporting, and sponsorship activation.

7. Governance, Reporting & Strategic Contribution

- Contribute to organisational strategy, annual planning, and long-term development of London Youth Games.
- Translate strategy into actionable steps for growth, aligning organisational purpose with practical operational planning and delivery.
- Provide operational reports to the CEO and Board of Trustees.



- Ensure governance policies, procedures, and quality standards are up to date and embedded across all stakeholders.
- Proactively support evaluation, impact measurement, and continuous improvement.



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Other Requirements of the Role

Evening and weekend working is an operational requirement of the post.

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.

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

Person Specification

Essential Requirements: Needed on Appointment

All seven requirements below must be evidenced through the selection process.

1. Strategic leadership and operational delivery, evidence of the following:

- line management responsibility for a team, comprising of multiple employees, contractors or volunteers
- design and implementation of operational processes and procedures
- accountability for the delivery of programmes or events from planning through to completion

2. Event and competition planning and delivery, evidence of the following:

- planning and delivering events or competitions across multiple venues, or sports/activities
- managing complex logistics against fixed deadlines and with multiple parties and competing priorities
- success delivering against an agreed timeframe and budget

3. Safeguarding judgement and response, evidence of the following:

- working knowledge of safeguarding responsibilities in a setting involving children, young people or vulnerable adults
- experience of recognising a safeguarding concern and taking appropriate action
- understanding of how safeguarding responsibilities sit alongside operational delivery pressures

4. People leadership and workforce development, evidence of the following:

- managing, supporting and developing staff
- setting expectations and addressing performance or conduct where standards are not met
- recruiting, inducting or training people into and within roles, including contractors and volunteers



5. Stakeholder and partner engagement, evidence of the following:

- building and sustaining working relationships with external stakeholders
- representing an organisation credibly to external audiences
- communicating clearly in writing and in person, including presenting to groups and impact reporting

6. Financial and resource management, evidence of the following:

- delegated budget authority, financial reporting and cost control
- accountability for monitoring spend and responding to change
- experience of making, and communicating, resourcing decisions under constraint

7. Health and safety, risk and compliance, evidence of the following:

- applying health and safety or risk management requirements in a delivery setting
- event safety planning, including mitigation management and stakeholder collaboration
- real-time incident response in a delivery setting

Desirable Experience & Skills

- Experience working in London and with London boroughs, schools, or local authorities
- Knowledge of National Governing Bodies and UK sport structures
- Understanding of disability sport, inclusive sport formats, or targeted participation programmes
- Knowledge of the charity landscape, including governance and regulatory requirements
- Experience delivering events with 500+ participants or multi-venue festivals
- Understanding of management accounting systems
- Experience with CRM systems, event management platforms, digital event tools, or volunteer management platforms
- Project management qualification (e.g. PRINCE2) or equivalent experience
- Hold a valid driving licence and be willing to contribute to driving roles for events

Requirements that can be developed in post

These are required for the role but are not needed on the first day and are not scored as requirements on appointment. Each is supported by training and a defined development period.

- Safeguarding lead level training appropriate to the safeguarding accountability of the post
- Familiarity with the organisation's systems, including Monday.com and TeamSportz
- Procurement and contract negotiation experience
- Knowledge of the London sport landscape and National Governing Body structures



Personal Leadership Attributes

As a senior leader, the Head of Operations will be required to display the following:

- High standards of personal and professional integrity
- Ability to motivate, support and influence others and confidence to lead through change
- Decision-making under operational pressure
- Ability to work collaboratively in the pursuit of success
- A positive attitude with initiative, focus and drive
- Passion, energy and a desire to make a difference
- Excellent interpersonal, written, and verbal communication and influencing skills

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 22nd November 2026.

Short-listed candidates will be invited to interview on Friday 27th 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.