



LONDON YOUTH GAMES

Business Operations Administrator

Application Pack



London Youth Games Foundation is recruiting a Business Operations Administrator

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 and physical activity 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 sport to create life-changing opportunities for all young Londoners. We have three core beliefs that we measure ourselves against.

- Sport is a fundamental right for all.
- Sport improves physical and mental well-being.
- Sport is a key driver of social integration.

Job Title: Business Operations Administrator

Role:	The Business Operations Administrator will play a crucial role in the daily operations of the charity by leading on day-to-day business administration and supporting with business planning, stakeholder management and office operations.
Hours:	37.5 hours a week
Salary:	£28,000 to £33,000
Contract:	Permanent
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 / Chief Operating Officer
Recruitment timetable	
Closing date:	12:00pm 31st October 2024
Interviews:	11th November 2024
Start date:	Earliest opportunity
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.• Only successful applicants for the next stage of the recruitment process i.e. interview will be contacted. If you have not heard from us within one week of the position's closing date, please assume your application was not successful.

About the London Youth Games

For 47 years we have proudly delivered an annual Games season which includes 33 different sports and over eighty events for young Londoners, providing opportunities in both local settings and through London wide competitions. With our fantastic support from Sport England, the GLA and the 33 Boroughs of London we are excited to enter the next phase of our development and build on our five-year strategy "Every Young Londoner's Games".

We are committed to providing opportunities through participation, volunteering, coaching and officiating 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.

This is a particularly exciting time to join the London Youth Games Foundation as we look forward to celebrating our landmark 50th anniversary celebration having been set up to celebrate the Queen's Silver Jubilee in 1977.

About You

London Youth Games is looking for an enthusiastic and highly organized individual to support our team, and who may be seeking a career in sports administration and /or charity development. As a member of a wider London Youth Games team, you will be an initiative-taking and detail-oriented person.



Role Purpose

The Business Operations Administrator will play a crucial role in the daily operations of the charity by leading on day-to-day business administration and supporting with business planning, stakeholder management and office operations.

Duties and Responsibilities:

- Improving products, processes and services and implementing technologies to enhance productivity.
- Supporting daily organizational finance processes
- Providing office support to employees and network stakeholders, keeping company data updated.
- Driving impact reporting strategies and data collection.
- Responding to Borough contacts and building good relationships.
- Answering phone calls, taking messages, and connecting calls to relevant team members
- Monitor and manage web and email enquiries and responses.
- Following up on business communications, ordering, billing, and tracking expenditure.
- Educating clients about charity products and services.
- Making employee travel arrangements and assisting with minor technical issues.
- Preparing documents, editing, printing, and binding.
- Support GamesForce volunteers' administration process and on the day support for volunteers at events.
- Support GDPR processes, enquiries, and reporting.
- Support with the coordination of VIP opportunities within the YLG events programme.
- Manage external provider contracts such as office, phones, and printing equipment.
- To oversee and support the YLG team's use of systems including SharePoint, TeamSportz, Monday.com, Rosterfy and Youth Charters' Community Campus portal.
- Collaborate with wider team to ensure YLG website is kept up to date.
- Planning and implementing strategies to help streamline and improve business operations.
- To support the Chief Executive and Chief Operating Officer with Board, Committee and Team procedures, reporting and administration.
- Support the CEO & Chief Operating Officer with any other administrative tasks as required, which may include generic office or financial administration.



Person Specification

Essential

- Excellent communication skills.
- Highly organized with excellent attention to detail.
- Confident in prioritizing workload and operating on own initiative.
- Proficient IT skills, especially in Microsoft Office and Excel.
- Knowledge and experience of administrative processes in a professional environment.
- Understanding of the necessity for managing the confidentiality of sensitive information
- Excellent organizational skills.
- Strong written presentation skills.
- Ability to work in a dynamic team environment and meet tight deadlines.

Desirable

- Experience working in sports or charity settings.
- Understanding of skills required to work with young people, and experience of working with young people.
- Safeguarding understanding or experience
- Experience with competition entry and management systems.
- Experience with 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.
- 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 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.