



LONDON YOUTH GAMES

Head of Sport Application Pack

London Youth Games Foundation is recruiting a Head of Sport

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: Head of Sport

Role:	Responsible for the delivery and development of the sport programme.
Hours:	37.5 hours a week
Salary:	£33,000 to £40,000
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 Operating Officer
Recruitment timetable	
Closing date:	12:00pm 7th November 2024
Interviews:	11th / 12th / 13th November 2024
Start date:	Earliest opportunity
Questions:	If you have any questions about the role, please contact Katie Berry on katie@londonyouthgames.org
To apply:	Please send your CV with a covering letter (maximum 1 page) outlining your suitability for the role and detailing why you are interested to jobs@londonyouthgames.org . 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 . Any responses provided by you will be held in the strictest confidence and kept separate from the job application decision-making process.
Please note:	<ul style="list-style-type: none"> • The role will require some 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 are looking for a passionate and resilient individual with strong interpersonal skills, the successful candidate will have expertise in developing relationships, running festivals and competitions, who can innovate and who thrives in a changing environment. You will have a strong understanding of sporting pathways and experience of measuring the difference that sport can make for young people. You will have experience of, and be committed to, using and creating digital solutions to assist in the delivery of competitions and events.

Role purpose

- To lead the sports team in the delivery of sports programmes, events and competitions of the highest quality.
- To develop and manage relationships with National Governing Bodies and other strategic delivery partners.
- To lead and manage the entry management and competition management systems.

- To ensure competition schedules are planned, delivered, and reviewed and are underpinned by effective logistical planning and implementation.
- To be responsible for exceptional competition delivery on event days ensuring the core team and volunteers are appropriately informed and supported to be able to fulfil their roles.
- To develop transition opportunities locally in conjunction with borough-based partners.

Key responsibilities

Development and evolution of the sport programme:

- Work with the Chief Operating Officer to review and evolve the sport programme ensuring LYG provides a dynamic and relevant offer for all young Londoners.
- Ensure effective systems are implemented to provide continual feedback for all LYG events.
- Ensure a clear purpose can be identified for each sport in the programme.

Entry and Competition Management System

- Ownership and management of the organisations entry and competition management system ensuring the system is updated and used effectively across the sport team.
- Ensure the entry and competition system process of entries, competition structures and processing of data is of the highest standard.
- Lead on the development of monitoring, evaluation, and impact measurement across the organisation.

Lead and manage the sport delivery team:

- Oversee the work programmes of the sport team, ensuring key targets and objectives are being met.
- Co-ordinate the sport team calendar with regular meetings, liaising with wider members of the team when necessary.
- Ensure all sport specific policies and documentation are planned, delivered and reviewed in line with key calendar dates.
- Coordinate competition entries across the programme. This will include preparing databases and admin systems, collecting and communicating entries, formulating draws and communicating event day information with teams.
- Support youth engagement and mentoring opportunities to ensure youth voice is core to programming.

Partnerships:

- Support the School Games network across London, managing relationships with associated partners (Youth Sport Trust, London Sport) and being direct point of for School Games Organisers across the London Boroughs.
- Effectively work with partners across all LYG programmes to ensure LYG competition framework meets the requirements of the sport's national framework, contributes to the sport's player pathway and develops appropriate exit routes for all young Londoners.

Event Delivery:

- Work closely with the Chief Operating Officer and Head of Events to ensure all event day logistics are planned and implemented to a high level.
- Be responsible for competition delivery on event days ensuring all staff and volunteers are supported and can confidently fulfil their roles to the highest quality.
- Be responsible for post event day administration.

Person Criteria

- Qualification in Business Administration, Sports Management, or related field.
- Proven experience in management roles, ideally within the sports or youth development sector.
- Strong project management skills.
- Excellent leadership, team-building and interpersonal abilities.
- Knowledge and/or experience in budget management.
- Understanding of sport development models and barriers to participation.
- Knowledge of youth sport and community engagement in London.
- Working knowledge of sports & safeguarding governance, policies, and processes.
- Competition and event management experience.
- Connections with, or experience of working with National Governing Bodies and other sport delivery partners.
- Understanding and experience of data processing and impact reporting.
- Excellent written and verbal communication skills.
- Ability to work cooperatively with diverse stakeholders.
- Resilience and flexible approach to work.
- Competent with using IT systems and programmes including Microsoft Word, Excel, Power Point and Canva.
- Passionate about the power of sport to change lives and provide opportunities.

Other requirements of role

- The post holder will need to work some evenings and weekends. This provides the opportunity for flexible working practices.
- 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.