



## **LONDON YOUTH GAMES**

### **Sports Development & Delivery Officer Application Pack**



## London Youth Games Foundation is recruiting a Sports Development & Delivery 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 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: Sports Development & Delivery Officer

<b>Role:</b>	Responsible for the development and delivery of the sports programme.
<b>Hours:</b>	37.5 hours a week
<b>Salary:</b>	£26,000 to £30,000
<b>Contract:</b>	Permanent
<b>Location:</b>	Office base - London South Bank University, SE1. Hybrid with 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>	Head of Sport
<b>Recruitment timetable</b>	
<b>Closing date:</b>	12.00pm, 7th November 2024
<b>Interviews:</b>	11th / 12th / 13th November 2024
<b>Start date:</b>	Earliest opportunity
<b>Questions:</b>	If you have any questions about the role, please contact Katie Berry on <a href="mailto:katie@londonyouthgames.org">katie@londonyouthgames.org</a>



<b>To apply:</b>	<p>Please send your CV with a covering letter (maximum 1 pages) outlining your suitability for the role and detailing why you are interested to <a href="mailto:jobs@londonyouthgames.org">jobs@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 some 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><li>• 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.</li></ul>

## 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 individual with experience in sport development, competition, and delivery. As a member of a wider Sport Development and Delivery Team, you will oversee a portfolio of specific sports, and utilise strong inter-personal and relationship management skills, underpinned by acute attention to detail. You will also be able to demonstrate an understanding or have a background



engaging people in physical activity and/or sport through digital platforms.



## Role Purpose

- To work with the Sport Development and Delivery Team to deliver competitions of the highest quality.
- To develop a portfolio of sports and manage relationships with National Governing Bodies and other delivery partners.
- To explore and lead on engaging young Londoners in physical activity and/or sport through digital platforms, including continued development of the recently launched Virtual Games.
- To be a key point of contact regarding entry management and competition management systems.
- To ensure competition schedules are planned, delivered, and reviewed and underpinned by effective logistical planning and implementation.

## Key Responsibilities

### Competition Delivery:

- Coordinate competition entries across your portfolio of sports. This will include the creation/update of entry processes, collation of entries, formulating draws and sending competition information to boroughs/schools/participants.
- Develop and deliver a portfolio of competitions across various 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.
- Work with the Event & Workforce team to recruit and train competition volunteers to support delivery on event days.
- Lead on the preparation of documentation, equipment processes and systems required for effective delivery of the competition on event day.
- Liaise effectively with National Governing Bodies to ensure that the competition programme meets the requirements of the sport's national framework, contributes to the sport's player pathway and develops appropriate exit routes for the young Londoners.

### Digital:

- Take a leading role in the organisation's commitment to providing more opportunities for young Londoners to engage in physical activity and/or sport through digital platforms. This will include continued development of the Virtual Games launched in 2020.
- Work with National Governing Bodies, partners, and other organisations to identify effective ways of engaging young people in physical activity and/or sport in this space, and ensure platforms and systems used are continuously evaluated and improved.
- Liaise with Borough Team and School Games Organisers to understand the challenges and opportunities digital engagement presents, and work with them to maximise participation.

### Entry and Competition Management System

- Support the organisations development and implementation of the entry and competition management system, ensuring it is updated and used effectively across the whole team.



- Support boroughs and schools with the competition entry process, ensuring support and help guides are kept up to date, and key information communicated.
- Support the organisations data collection and reporting, utilising the competition management system to export data, and manipulate that data to measure our impact.

#### **Partnerships:**

- 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.
- Work with digital platform providers to continuously evaluate and improve systems used to engage the youth population in physical activity/sport.

#### **Event Support:**

- Lead sport 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 such as reporting on attendance and entries and communicating results in a timely fashion.

## **Person Specification**

### **Essential**

- Knowledge and experience of sport development, competition management and delivery.
- Workable experience of entry and competition management systems and data processing.
- Understanding of data processing and working with partners to use data, collect insight and evidencing impact.
- Experience of event and/or project management.
- Understanding of, or experience of engaging people to get active through digital platforms.
- Basic understanding of competition pathways and different competition formats in youth sport.
- Excellent communication skills, both written and oral.
- Experience of working with and alongside others to complete a project with a specific outcome.

### **Desirable**

- Experience working on a variety of sports.
- Experience of working with young people.
- Experience recruiting, training, and managing volunteers
- Confident working with partners at all levels of seniority.
- Knowledge of the sporting landscape in London.
- Strong attention to detail.

## **Other Requirements of Role**



- The post holder will need 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.