



# Paralegal

Closing date for applications is 11:30pm  
Tuesday 14<sup>th</sup> April

# Who we are

Sport England is an arms-length body of government responsible for growing and developing grassroots sport and getting more people active across England.

We were established by Royal Charter – which is an instrument of incorporation granted by the King – and began operating as Sport England in 1997.



# The role at a glance

The Paralegal salary is advertised at **£25,400 per annum** for either homeworking or hybrid office-based in either Loughborough/Bisham Abbey with some travel to Sport England offices.

*The postholder must be living in the UK for the duration of employment.*



*Please note it is Sport England's policy to appoint to the advertised salary.*



## The role

In this role you will be a key member of Sport England's Legal Services team, within the Finance and Corporate Services directorate. You will provide comprehensive professional assistance working on routine commercial matters as well as specific projects.

Your work will contribute to continuous improvement in processes which ensure the organisation operates in a legally compliant manner.

# About the directorate

The Finance & Corporate Services directorate at Sport England comprises Legal Services, Finance, IT and the Investment Management team. We cover a lot of ground, but ultimately, it's all about providing the best possible support to the organisation and beyond while also having many of the formal responsibilities that come with being a public body.

The Legal Services team provides comprehensive professional legal advice, advising on the whole spectrum of legal issues relating to Sport England's legal and business affairs, including its commercial and property interests, administrative law, compliance and risk, in order to protect its investments and support decision making.

*Join us in working with our funded partners to achieve our ambition of helping more people to be more active and to enjoy the value and benefit that brings.*

# Our mission

Right now, the opportunities to get involved in sport and activity depend too much on your background, your gender, your bank balance and your postcode. We're determined to tackle this and unlock the advantages of sport and physical activity for everyone.

We're here to invest in sport and physical activity to make it a normal part of life for everyone in England, regardless of who you are. Together, we can change lives for the better in every home, and in every community, right across the country.



# Our values

Our values define who we are as an organisation and highlight what we do to go the extra mile to set us apart. From creating an organisation we all enjoy, believe and thrive in, to creating a positive employer brand and effective partnerships with our stakeholders.

Our values are embedded in everything we do including our recruitment process and we encourage candidates to read about our values on our careers page

<https://www.sportengland.org/careers>



# Our Employee Benefits

32 days annual leave + bank holidays (pro rata for part-time)

Generous pension scheme

£500 per year to support fitness-based activity

Commitment to development and training

Free confidential counselling and advice service

Flexible working and family friendly policies

For more information, please visit the [Careers](#) page on our website

# Our vision is clear

Together, we won't stop until everyone has the opportunity, the inspiration and the freedom to get moving.

You can help us do this.



We are looking to recruit from the widest possible talent pool and encourage candidates to apply from a diverse range of backgrounds. We are proud to be an inclusive, equal opportunities employer and are committed to ensuring that all candidates are treated fairly throughout the recruitment and selection process and beyond. All appointments are made on merit.



**Come join us**

# How to apply

1. Register on our careers portal and create an account.
2. Complete our application form, which will cover areas such as your employment history and suitability for the role. *Be sure to highlight your relevant skills and experience relating to the job description in your supporting statement.*
3. The recruitment process after this point differs slightly for each role but will always consist of an assessment task and at least one in-person interview. For some roles there will be an additional phone interview or another in-person meet.

If you have a disability and are unable to apply via the portal, please email us via [hrrecruitment@sportengland.org](mailto:hrrecruitment@sportengland.org) and we would be happy to discuss alternate options with you.

For more information including our FAQ section, please go to:

<https://www.sportengland.org/careers>

