



Strategy & Secretariat Team Assistant

Closing date for applications is 11:30pm
26th January 2026

Who we are

A photograph of four young children, three boys and one girl, playing tennis on a green court. They are wearing blue and red 'Tennis for kids' shirts and caps. One boy in the foreground is swinging a racket, and a tennis ball is captured in mid-air above his head. The background shows a chain-link fence and trees.

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

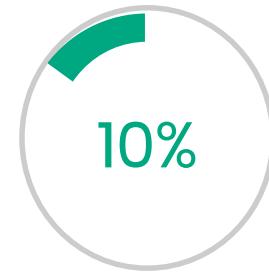
The Strategy & Secretariat Team Assistant salary is advertised at £25,400 per annum, for homeworking or hybrid-based working with travel to London or other Sport England offices as required. *The postholder must be living in the UK for the duration of employment.*



Corporate
Governance



Administration



Additional Duties

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



The role

As Strategy & Secretariat Team Assistant, you will support the smooth running of Sport England's core governance structures, working closely with the Executive Leadership Team, Board, Committees and Subsidiaries. You will help ensure that all meetings are well planned, well organised and professionally delivered.

You will coordinate forward schedules, prepare agendas, commission and circulate papers, and manage logistical arrangements for both in-person and online meetings. You will also attend meetings to take minutes, record actions and maintain accurate governance records.

By building strong working relationships with senior leaders, Board and Committee members, PAs and colleagues across the organisation, you will help embed effective governance processes and support timely, informed decision-making across Sport England.

About the directorate

The Strategy, Insight and Performance Directorate provides the strategic direction, governance structures and performance frameworks that guide how Sport England operates and makes decisions.

Within this, the Strategy & Secretariat Team supports the Executive Leadership Team, Board, Committees and Subsidiaries by coordinating governance processes, organizing meetings and ensuring discussions and decisions are clearly recorded.

This role works closely with senior leaders, Board and Committee members, PAs and colleagues across the organisation, helping to strengthen governance and support effective decision-making.

This is an exciting opportunity to join our Strategy, Insight and Performance directorate.

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 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>

