



Executive Assistant

Closing date for applications is 11:30pm
16th June 2026

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.



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.



The role

As Executive Assistant, you will provide a confidential high quality administrative support service to Executive Directors. The role covers a broad range of strategic diary and correspondence management and key administrative functions, ensuring the effective and efficient operation of business for busy senior leaders.

The Executive Assistant salary is advertised at **£35,000 per annum** for home or hybrid-based working. The postholder will be expected to travel to the London office and other Sport England locations as required by the Executive Director. This is expected to be approximately once a week to our London office plus ad hoc travel to other locations.

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.



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. You will be asked to upload your CV, which can be amended during application stage.
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>

