



# Information Governance Officer FTC – 18 months

Closing date for applications is 11:59pm  
22<sup>nd</sup> February 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.

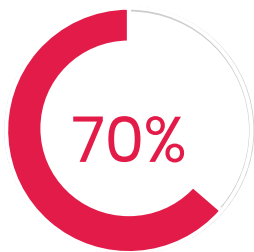
We were established by Royal Charter – which is an instrument of incorporation granted by the Queen – we began operating as Sport England in 1997.



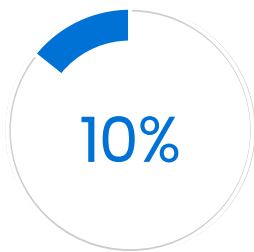
# The Role at a Glance

The Information Governance Officer salary is advertised at **£30,500 per annum**, for homeworking or hybrid-office based in Loughborough or Bisham.

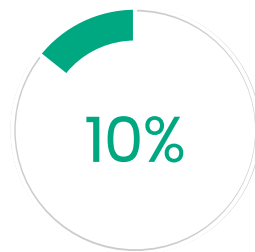
*The postholder must be living in the UK for the duration of employment.*



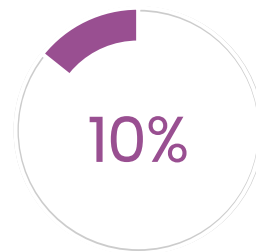
**Governance &  
Operational  
Effectiveness**



**Relationship  
Management**



**Driving  
improvements**



**Additional  
Duties**

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

## The Role

As Information Governance Officer, you'll have the opportunity to work with a variety of key contacts to support the effective delivery of Sport England's information governance.

Day-to-day, you will provide advice on FOI requests and complaints, supporting the Information Governance Manager on responding to FOI and complaints correspondence, as well as maintaining records and coordinating information across different teams. Your previous experience and understanding of applying the Freedom of Information Act 2000 will be vital to support this.

You'll also work alongside the Audit, Risk and Governance Committee to support ongoing improvement to Sport England's information governance policies and systems.



# Essential Skills and Experience

A full list can be found in the job description at the end of this job pack, the skills and experience section is what we are seeking for this role and you will need to demonstrate these in your application.

## Essential Criteria

- Demonstrable experience in a relevant role, supported by degree-level education or equivalent vocational qualification
- Experience of working in at least one or more of the following specialist areas: information governance, Complaints or Member Enquiries for a small to medium sized organisation
- Demonstrable understanding of the principles and application of the Freedom of Information Act 2000 and Environmental Information Regulations 2004.
- Strong written and oral communication skills with the ability to present complex information in a way that members of the public can easily understand
- Excellent attention to detail, critical thinking and logical reasoning skills, with the ability to research, assess information and make sound decisions when responding to FOI requests and complaints.
- Able to manage work independently, prioritise effectively, and seek support where appropriate.

# 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.

*Be at the heart of good governance, where information is handled with care, clarity and purpose.*



# 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>

