



Head of Project Management Office

Closing date for applications is 11:30pm
Monday 31st August

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

In this role you will provide leadership and oversight of Sport England's portfolio of projects and define and maintain project management standards. This includes implementing and sharing best practices, and developing and applying project frameworks, procedures, tools, and techniques to standardise methodologies and achieve efficiencies. You will provide expert guidance, support, and insight on projects, acting as the source of all project information and metrics.

The establishment of a PMO is a new function for Sport England and as such requires extensive stakeholder management across all layers of the organisation to achieve credibility and buy-in. In this role you will need to apply judgement on what is proportionate and how to sequence the setup of the PMO to support Sport England delivery of its objectives.

You will recruit, create and lead the PMO function to ensure consistent governance, assurance, reporting and capability across Sport England.

The salary for this role is **£61,000 per annum** for home or hybrid-based working at our Loughborough Office. Please note, it is Sport England's policy to recruit to the advertised salary.

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>

