

# Job Title: Admin Assistant



Job Type: Part-time\*, 6 month contract  
Salary: Commensurate with experience  
Location: London (Angel Islington office)  
Last updated: 2 January 2019

## Job Description

Are you a student/graduate willing to start their career in the world of Digital and Sport? Or someone who needs the flexibility of part-time work?

We're looking for a hard-working Admin Assistant who is proactive and ideally passionate about football. This is a 'once in a lifetime' opportunity to work on a ground-breaking project for a well-known football organisation.

We need someone who can commit to 2 or 3 days per week and with flexibility around key events.

To apply, please send your CV and a covering email including salary expectations to [jobs@sevenleague.co.uk](mailto:jobs@sevenleague.co.uk)

## Further Information

- **Contract Length:** Contract, 6 months initially and for 2 to 3 days per week, with possibility of full-time based on the project needs and performance. There will also be an opportunity for progression for the right candidate.
- Interviews to take place initially via phone or video call with a final round interview in
- **Location:** Work would largely be performed in Seven League's North London offices
- **Desired start date:** January 2019
- **Please note:** From time to time, this project will require work outside standard gam-6pm hours

## Seven League

Seven League is a fast-developing and award-winning digital consultancy specialising in sport. We have a wide range of clients, national and international, reaching all sectors of the sports business – from venues to teams to governing bodies and sponsors. We work with some of the world's highest profile sports tournaments, organisations, clubs and events.

We provide consulting services focused on accelerating our clients' digital performance. Our mission is to transform the connections between sports, sponsors and their fans.

Our key areas of expertise include:

- Business Transformation: digital strategy development, commercial valuation, performance monitoring, localisation, research & insight
- Content: strategy, creation and management
- Technology: service design, strategic partnerships, tech triage

We operate primarily in Europe however there is a growing demand for the company's services internationally.

**Key client portfolio:** FIFA, UEFA, NBA, NFL, Tottenham Hotspur, FC Barcelona, the Premier League, Leicester City, Juventus, Gfinity, Great British Racing, Green Bay Packers, Newcastle United, British Canoeing, England Netball.

## **The Job**

Title: Admin Assistant

## **Role Overview & Responsibilities**

We run a fan social media initiative for a global football organisation. It involves the management of squads of fans in multiple countries around the world. As a result, we are looking for an Admin Assistant to support us in the smooth running of this project. This is a great opportunity to get involved in a range of tasks which could lead to development and promotion opportunities within Seven League.

The Admin Assistant will report directly to the Seven League Project Manager responsible for the overall Fan Movement project.

Your key responsibilities will include:

- Arranging shipments globally to Fan Movement members
- Supporting in the updating of project plans and content calendars
- Management of the weekly calendar for the project team
- Support in sign off processes of creative assets
- Runner role at live events
- Other ad-hoc requirements

## **Personal skills, Education and Training**

The Windsor Centre, 15-29 Windsor Street  
London N1 8QG  
sevenleague.co.uk @7League

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### **Essential**

- Passion and interest in global football
- Excellent customer service and people skills
- Experience working within an office environment
- Strong organizational skills, including attention to detail and ability to prioritise
- Good written and oral communication skills in English

### **Desirable**

- Knowledge of project management tools – e.g. Google Suite, Asana, Dropbox
- Competency with Microsoft Office products

### **Personal**

- Bright and intelligent, curious and questioning
- Hard working, flexible and adaptable
- Willingness to be flexible in approach to achieve desired outcomes
- A commitment to continual professional development
- An interest in social media and/or influencer marketing

### **The Package**

Salary: Commensurate with experience

Holiday: 20 days pro rata (not including bank holidays and public holidays, increasing by one day per year of service, to maximum 25 days)

### **Other benefits:**

- Tax-free cycle scheme
- Being part of a challenging and high-profile company with a great and growing reputation