



# **RECRUITMENT PACK**



#### ABOUT WORKING AT LONDON STADIUM

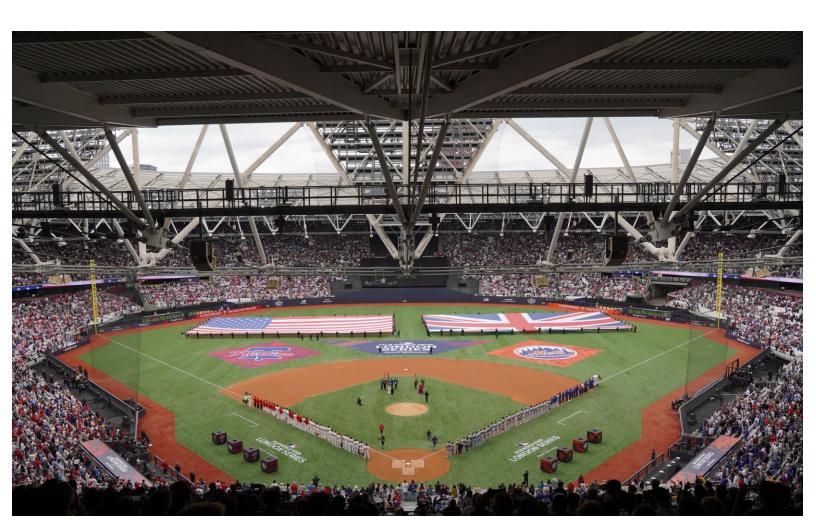
London Stadium is the home of West Ham United with a season of home games and it also hosts a wide range of other exciting sporting and entertainment events including rock bands and Premier League football. This iconic venue has hosted concerts such as Rolling Stones, Beyonce and Jay Z, Red Hot Chilli Peppers, The Weeknd and the Foo Fighters. The stadium has previously hosted sporting events such as baseball, Rugby and continue to host diamond league athletics continuing the legacy of the London 2012 Olympics.

In 2025, the stadium has an exciting calendar hosting two concerts with Iron Maiden and Sam Fender playing. The stadium also continues to be the home of different sporting events with UK Athletics hosting the biggest Diamond League event of the year. There are also many exciting projects and programmes being delivered, including the installation of 6,500 square metres of solar membrane panels.

Being part of the team at the stadium makes every employee a contributor to hosting these magnificent events and world leading projects.

For further information about London Stadium please visit the website <a href="here">here</a>.

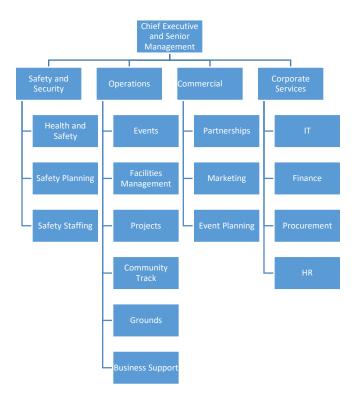
You can find all other activity and updates from London Stadium on social media here: <u>Facebook</u>, <u>Instagram</u>, <u>Twitter</u>, <u>LinkedIn</u>, <u>YouTube</u>.





#### **ABOUT OUR TEAMS**

We have a variety of different roles that all support our strategy, as shown in the below organisational chart. We also work closely with our stadium partners to deliver exceptional customer experiences.



#### ADDITIONAL INFORMATION

We want our workforce to be representative of all sections of society, and encourage applications from all parts of the community. We know that it's the difference in our people that makes the difference to our performance.

As users of the disability confident scheme, we guarantee to interview all applicants with a disability who meet the essential criteria for our vacancies.

We welcome applications from those seeking flexible working arrangements such as part-time, compressed hours, flexible hours and/or job share.

We are committed to developing our employees and providing opportunities for growth. If you are eager to learn and believe you can make a valuable contribution, we welcome your application even if you don't meet all of the listed requirements.



### **APPLICATION GUIDANCE**

We would appreciate it if you would take the time to complete the Equality and Diversity Monitoring section. The information you give us will help us to refine our recruitment and employment practices and respond to the needs of the diverse range of people that our organisation comes in to contact with. All details that you provide will be kept in strict confidence and will not be viewed by any member of the selection panel.

If you would like a version of any of the application material in an alternative format, require any assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process (for example due to a disability), please do not hesitate to contact us by phone on 0208 522 6000 or by email to <a href="mailto:recruitment@londonstadium185.com">recruitment@londonstadium185.com</a>

Please ensure you complete the whole application form, including any application questions as these will be taken into consideration with the shortlisting criteria.

All candidates will need to confirm that the information provided in this application form is true and correct. Should a candidate deliberately give false information, including the use of Al software, they understand that this would disqualify them from consideration.

You must be eligible to work in the UK to apply for this vacancy. London Stadium are not able to offer Visa sponsorship.





# **ABOUT OUR APPLICATION PROCESS**

We will shortlist as soon as possible following the closing date and, regardless of the outcome, write to let you know the status of your application.

Please note that due to the volume of applications received, we are unable to provide specific feedback on unsuccessful applications.

We are committed to delivering a consistent and timely process for all candidates throughout the recruitment and selection experience. Our selection process has a number of stages to give you the chance to learn about us, as well as helping us learn about you. For more information on the different stages visit our careers page at: <a href="https://www.london-stadium.com/careers">https://www.london-stadium.com/careers</a>

Due to the different roles we have, some steps may vary. Our HR Team will communicate a more detailed process relevant to the particular role you have applied for.

We reserve the right to close vacancies early if we receive sufficient applications for the role. Therefore, if you are interested, we encourage you to submit your application as early as possible.

Successful candidates must undergo a criminal record (DBS) check but some roles may require additional security screening.





## **BENEFITS OF WORKING AT LONDON STADIUM**

Employees of London Stadium 185 Ltd (LS185) are eligible to an extensive range of health and welfare benefits, as summarised below. Further information will be provided to the successful candidate on appointment.

- 25 days annual leave (pro-rata for part time employees), plus bank holidays
- Discretionary bonuses will be considered for exceptional performance based on personal and company results over a calendar year
- Private medical insurance with Bupa (with option to add dependents through salary deductions)
- Life insurance and income protection with Canada Life, including access to our Employee Assistance Programme and discounts platform
- Workplace pension with Royal London: our current pension match is 5% employer contribution and 5% employer contribution
- Paid sick leave
- Enhanced family leave: maternity/shared parental/adoption offer is 26 weeks full pay, 10 weeks half pay and three weeks at the statutory rate
- Additional paid leave for fertility treatment
- Suite of loans, including season ticket, childcare deposit, tenancy deposit and cycle to work loans
- On site fitness room
- Discounted membership of just £15 per month at Copperbox Arena
- Learning and development, health and wellbeing, and social activities
- Selection of other local discounts

London Stadium have a hybrid working arrangement with all employees working a minimum of 60% of their working week at the venue, depending on the role requirements.





# **OUR VALUES**

We have six values and behaviours which people across the London Stadium share. They represent the expectations we have for ourselves and each other, they guide our day-to-day decisions and the way we behave.

Our aim is "Making Memorable Moments", no matter the reasoning for visiting London Stadium. Our people are committed to:

# Living our values

- Being DEPENDABLE doing what we say we will do and getting the job done
- Showing **DETERMINATION** relentlessly making it happen
- Working COLLABORATIVELY one team, sharing ideas, learning from each other

# **Delivering through our behaviours**

- We work **TOGETHER** jointly embracing creative thinking to be our best
- We **CHALLENGE** to do the right thing not the easy thing
- We live the **CUSTOMER EXPERIENCE** walking in their shoes



Thank you for your interest, and we look forward to receiving your application.