

## Job Description

<b>Post Title:</b>	Administrator
<b>Salary:</b>	c £24,000 per annum
<b>Benefits:</b>	25 days annual leave + 8 public holidays (pro-rata) Contributory pension scheme
<b>Hours:</b>	Full Time - 40 Hours per week
<b>Office base:</b>	Sporting Equals Head Office, Coventry University Technology Park (Hybrid model)
<b>Responsible to:</b>	Operations and Governance Manager
<b>Responsible for:</b>	N/A
<b>Timeframe:</b>	Fixed term contract until 31 March 2024 (with possibility of extension)

### Outline of Role

To support the work of Sporting Equals by providing administrative support. This will include working closely with the CEO and Operations and Governance Manager.

### Main Duties

You will support the Operations and Governance Manager with areas such as supplier reviews / management and preparation of documents for the Board and Sub-Committees.

You will provide support to the CEO including diary management and pro-actively liaising with other staff to ensure tasks for the CEO are completed on time

You will provide a reception service, for visitors to the office, telephone calls and the referral inbox dealing with initial referrals as appropriate. This will include providing information on SE and signposting to other services as appropriate.

Review, develop and maintain internal filing systems, both paper-based and computerised, including databases, spreadsheets, records and inventories etc.

To ensure the data collection and storage systems comply with GDPR and to ensure the effective storage and archiving of documents and publications.

To organise internal and external meetings and conference calls including arranging times, venues, refreshments/lunch and diary management, preparation and circulation of agendas, reports and other documents.

To assist in the organisation of conferences, seminars and other events;

To manage the ordering and invoicing of goods and stationery.

To assist with updating SE website including support with posting internal and external vacancies on the website when required.

Support with timesheet reconciliation and credit card reconciliation

To ensure the office is well maintained and meets H&S requirements

Covering admin tasks for other colleagues when on leave or sick etc

To undertake any duties within the scope and spirit of the post as considered to be appropriate

PERSON SPECIFICATION – Administrator

<p><b>Essential skills, knowledge and experience</b> The successful candidate will:</p>	<p>have strong administrative background, communication skills, oral and written skills and the ability to pro-actively and effectively prioritise work</p>
	<p>be a self-starter with a proven track record in building solid relationships quickly;</p>
	<p>passionate about their work, confident to make decisions, identify issues and resolve them;</p>

	have good listening, analysis and problem-solving skills. Able to understand problems and seek solutions;
	be organised and have excellent time management skills with an ability to manage multiple projects and deadlines simultaneously;
	be ambitious and willing to learn new skills and take on additional responsibility over time;
	have well developed IT skills and experiences in the use of CRM systems; Proficiency in MS Office (MS Excel and MS PowerPoint, in particular). Working knowledge of office equipment e.g. like printers
	be a team player, always willing to support colleagues to achieve broader team objectives
	An understanding of and commitment to race equality and equal opportunities and human rights legislation
<p><b>Desirable skills, knowledge and experience</b></p> <p>Ideally, the successful candidate will:</p>	have experience of working for a UK charity
	understand the role and remit of sport and physical activity organisations such as NGBs and leisure operators and the context within which they work, including the sport and physical activity sector.