**Job Title: Administration Officer**

**Reporting to: Head of Business Support**

**Salary: £21,500 per annum (pro rata) 30 hours per week**

**(2 year fixed term; post ends July 2024)**

**Location: Hybrid (Aura Centre, Hull/home working)**

**1 Job Purpose**

Working across the Humber region, you will play a vital role in strengthening and championing the benefits of physical activity, reducing inequalities, and contributing to health and wellbeing. Providing administrative support across Active Humber, you will have a role in supporting the delivery of numerous strands of work:

1. Assisting with the development and implementation of Active Humber development programmes, supporting the administrative and project support, and administrating a calendar of events on a need led basis.
2. Supporting the implementation and administration of dedicated investments including (but not limited to) Together Funding and Children and Young People project funding.

**2 Key Tasks**

1. Quickly acquire and maintain a comprehensive knowledge of the work of Active Humber.
2. Be the first point of contact for members of the public, partner organisations and other bodies enquiring about Active Humber.
3. Develop and implement effective office systems and procedures, including incoming/outgoing mail, filing and phone management systems, Management of diaries and supporting events as required.
4. Provide a high level of administrative support to the Actie Humber team including:
   * organisation of meetings/seminars/courses, including invitations, booking rooms, catering, coordination of agendas, meeting resources etc
   * developing registers, sending confirmations, preparation of course materials
   * development and management of our varied databases
   * coordination, collection and inputting of data
   * filing, photocopying, minute taking and general typing requirements

course administration/organisation – coordination of bookings

* + diary management using Microsoft outlook

1. Manage and delegate work of any temporary/part-time or casual administrative staff as required.
2. Provide support for any events as required.
3. Support the core function of the marketing team, updating of the website, use of social media etc.

**Our ideal candidate**

1. Experience of working at a similar level.
2. Experience of providing administrative and project support.
3. Considerable experience of using a range of Microsoft office applications, including word, power point, excel and databases, google drive.
4. Experience of using social media and other web-based communication channels.
5. Experience of being part of a busy team/programme of work and responding quickly to tight deadlines
6. Experience of working across and providing project support to a diverse range of projects and programmes.
7. A proficient level of communications and writing skills including experience in presenting to a wide range of audiences.
8. Critical thinking skills and ability to respond to sudden unexpected demands
9. Skills for managing aspects of projects ensuring they meet timetables, meeting calendars, deadlines, etc.
10. Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales.

# Common requirements for all posts:

1. All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the Code of Conduct.
2. To contribute to the development of a professional working and learning environment within the organisation.
3. To actively engage in the performance review process.
4. To continue personal professional development as required.
5. To contribute to the organisation’s understanding of diversity, inclusion and equality and its implications for sports and to ensure that this understanding informs all the organisation’s activities.
6. To support the work of Activity Alliance, Sport England, and other Active Partnerships.
7. Attend staff and other meetings and participate in staff training and development events as required.
8. To ensure adherence to the organisation’s policies and procedures with reference to Equality, Equal Opportunities, Safeguarding, Data Protection and Health and Safety.
9. To work in a flexible manner in line with the organisation’s objectives and be willing
10. to undertake other duties as reasonably requested.

* To provide excellent customer care in dealings with the public.
* Be willing to work unsociable hours, including some weekends and evenings.
* With notice, willingness to travel and work across England routinely.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

For further information about this role, or for an informal discussion please contact Kerry Conner, Head of Business Support on 01482 244 344 M: 07860 954 337 or E: [kconner@activehumber.co.uk](mailto:kconner@activehumber.co.uk)

All applications need to be sent to [kconner@activehumber.co.uk](mailto:kconner@activehumber.co.uk)

Closing date: Friday 8th July 2022 at 5pm.