



Come and join our team!

Sharks Community Trust (SCT) is the official charity of Sale Sharks Rugby Club.

We work hard every day to deliver our mission to inspire, support and deliver change to communities across the North West to people of all ages and abilities.

We work with over 12,000 people annually in three key areas: Community Engagement, Education and Rugby Development. Our highly skilled, dynamic and passionate team deliver over 50 community projects that change the lives of a huge spectrum of people across the North West; from children and young people right through to senior citizens.

We believe in the immense power of our sport being used to positively transform people's lives. We believe the North West is a home to extraordinary people like you. **This is your chance to be part of our story!**

The charity is now looking to recruit to the role of **Administration and Events Co-ordinator** to help provide support for Trust programmes and the staff team.

Benefits of working for Sharks Community Trust

Sharks Community Trust expects professionalism, enthusiasm and dedication from its staff team. In return, you will get the following:

Sharks Community Trust Employee Benefits	
Uniform	Everyone will receive an allocation of Sale Sharks kit annually based on their role
Pension	All employees will be enrolled in the Trust's pension scheme and the Trust will match your contribution up to 3%
Annual Leave	Everyone is entitled to 20 days holidays plus all bank holidays and extended days over Christmas. This allocation increases after three years' service.
Club Shop Discount	Discount in the club shop to an agreed allowance
Gym access	Access to the Sale Sharks High Performance Centre gym
Match Tickets	Access to Sale Sharks home matches for both the men's and women's team
CPD	Opportunity to develop yourself through a range of external and in house training
Work Phone or Mobile Phone Allowance	Depending on your role at the Trust, you will either receive a work phone to complete your role or a phone allowance. Phone allowance ranges from £10-£20 per month
Management	Supportive and encouraging management group
Role	Key role in changing lives in our communities

Details of role

Job Description			
Job Title:	Administration and Events Co-ordinator	Contractual status:	Full-time
Hours of work:	37.5 hours per week	Salary range:	£21,000 - £23,000
Location:	Sharks Training Centre, Carrington	Reporting to:	CEO/Community Manager
Closing date:	Thursday 30 th September 2021	Interview date:	TBC

Job Summary:

Sharks Community Trust is looking to recruit an Administration and Events Co-ordinator to join its successful team to provide organisational and administration support for its programme across Greater Manchester and the North West. The role will combine both organisational, communication and administrative skills to help play a vital role in maintaining office systems, organising events and supporting the staff team to deliver a range of different programmes and activities.

Role and Responsibilities:

- Manage the Sharks Community Trust office environment including ordering stationery and office supplies, maintenance of office equipment and negotiate new contracts and accounts.
- Provide administrative support for the Trust's programmes including co-ordinating monitoring and evaluation systems including ensuring data is up to date on the Trust's monitoring tool, Upshots.
- Manage all IT provision including managing IT queries with our IT contract provider and managing contract with IT provider.
- Manage bookings and payments of participants on match day activities, rugby camps and touring group activities.
- Develop and maintain relationships with local rugby clubs including the maintaining of databases to help promote match days and holiday programmes and manage specific mailings of marketing information. This will also include maintaining databases for local schools.
- Provide communication and marketing support to ensure the community page on salesharks.com website is up to date and to co-ordinate content for the Sale Sharks match day programme. This will also include co-ordinating the production of marketing materials.
- Manage HR provision for all staff including ensuring safeguarding checks (in line with RFU policy) take place, carrying out the induction process for new staff and ensuring Sharks Community Trust meet Premiership Rugby minimum standards criteria for employing staff.
- General office duties such as answering incoming calls and dealing with general enquiries and managing communication that come into the Trust via the community email account.
- Assist with the Trust's invoicing process including generating invoices
- Manage health and safety procedures within the Trust including monitoring health and safety policies, ensuring all staff complete risk assessments, maintaining records of accidents, overseeing the ordering of first aid equipment for staff and ensuring all staff undertake regular first aid training.
- Manage Trust's compliance with current GDPR legislation, including monitoring of stored data and staff induction whilst also keeping up to date with new legislation and best practise.
- To assist with other key events. This will include the Land Rover Cup, school festivals, open days, club events and the annual fundraising dinner.
- To identify further areas of operation that will support other areas of Trust delivery.
- Assist in other areas of Sharks Community Trust delivery, which will include working evenings and weekends including match days. This will always be agreed in advance with time off in lieu offered.

It is key to this role that candidates:

- Understand and implement the Trusts' Safeguarding policy, procedures and best practice guidelines and to use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment
- Continuously evaluate the success and standards of their work and that of others, through rigorous self and departmental reflection and analysis. This includes creating a CPD plan.
- Are able to work flexible and unsociable hours where this is required by the role.
- Demonstrate the Sharks Community Trust values at all times.
- Promote Sharks Community Trust and Sale Sharks brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion across Sharks Community Trust and comply with all Charity policies and procedures.

Person Specification		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No essential qualifications required 	<ul style="list-style-type: none"> Educated to Degree level Relevant qualification in office management
Experience and Skills	<ul style="list-style-type: none"> Strong IT skills including exceptional knowledge of Microsoft Excel, Outlook and Word. Previous role in office management demonstrating strong administration and organisational skills Keen attention to detail Experience of developing and maintaining positive working relationships with colleagues, stakeholders and partners Excellent communication and written skills Good time management skills and the ability to prioritise workloads effectively 	<ul style="list-style-type: none"> Previous experience of managing HR policies and practices Previous experience of managing health and safety policies and practises.
Personal Attributes	<ul style="list-style-type: none"> A passion for the community and making a difference. A friendly, positive 'can do' and courteous attitude. A commitment to the aims, vision and values of Sharks Community Trust Ability to work within a team and foster good working relationships. Excellent organisation and time management skills Excellent communication and motivation skills Willingness to work flexible hours Full driver's license and use of a vehicle 	

Sharks Community Trust is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and vulnerable adults and employment will only be offered if a clear check and suitable references are received back.

***Please note only candidates selected for interview will be notified.**