



Administration Officer

JOB DESCRIPTION			
Job Title:	Administration Officer	Contractual status:	Part-time / Term time only
Hours of work:	20 hours per week	Salary range:	£21,397 (pro-rata 20 hours, term time only)
Location:	Sharks Training Centre, Carrington	Reporting to:	Operations Manager
Key Relationships:	Staff, Stakeholders, Sale Sharks Club	Report in:	Na
Closing date:	Friday 17 November 4.30pm	Interview date:	TBC

JOB SUMMARY:
<p>Sale Sharks Foundation is looking to recruit an Administration Officer to join its successful team to provide organisational and administration support for its programme across Greater Manchester and the North West.</p> <p>The role will combine both organisational, communication and administrative skills to help play a vital role in maintaining office systems, supporting events and supporting the staff team to deliver a range of different programmes and activities.</p>

ROLES AND RESPONSIBILITIES

Office Systems

- Manage the Sale Sharks Foundation office environment including ordering stationery and office supplies, kitchen supplies and maintenance of office equipment.
- Ensuring the office space and storage facilities on site are kept clean, tidy and well organised with clear filing structures, inventories and asset registers in place.
- Support the management of all IT provision including phone providers
- Manage foundation communications, internally and externally through calls, general enquiries and email.

- Provide administrative support for the Foundation's programmes.
- Ensure there are clear filing structures in place for all office administration.
- Ensure staff are communicated with around office standards and environment to ensure the office is kept up to professional standards expected.
- Monitor and order Foundation merchandise and stock, including sourcing quotes and seeking sign off from senior managers. Maintain asset list of all merchandise and stock held.

Finances and bookings

- Manage bookings and payments of participants on match day activities, rugby camps and touring group activities.
- Develop and maintain up to date customer management registers of local rugby clubs, schools, community clubs and other stakeholder organisations the foundation works with.
- Assist with the Foundation's invoicing process including generating invoices, raising PO's and retrieving aged debt.
- Be responsible for maintaining databases to help promote the work of the foundation, including match days and holiday programmes and manage specific mailings of marketing information.

General Administration

- Working with the operations manager, provide support for HR provision for all staff and volunteers including ensuring safeguarding checks (in line with RFU policy) take place, supporting the induction process for new staff and ensuring Sale Sharks Foundation meet Premiership Rugby minimum standards criteria for employing staff.
- Working with the operations manager, provide support towards the health and safety procedures within the Foundation including maintaining records of accidents, overseeing the ordering of first aid equipment for staff and ensuring all staff undertake regular first aid training.
- Support the Foundation'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 and support with key events, including Match days, the Land Rover Cup, festivals, open days, and fundraising activity where necessary.
- To identify further areas of operations that will support other areas of Foundation delivery and feed them into the operations manager.
- Assist in other areas of Sale Sharks Foundation delivery where relevant within the role duties.

It is expected that the role may on occasions include working evenings and weekends including match days. This will always be agreed in advance with time off in lieu offered.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

It is key to this role that candidates:

- Demonstrates the Sale Sharks Foundation values at all times.
- Promote Sale Sharks Foundation's brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion ass Sale SharksFoundation and comply with all Charity policies and procedures.
- Understand and implement the Foundations 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
- To be able to work independently and flexible and unsociable hours where the role of the job requires.
- Continuously evaluates 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 and working towards agreed PDR objectives.

- To work towards agreed Key Performance Indicators (KPIs).

PERSON SPECIFICATION	
Knowledge, Skills & Experience	<p>Essential</p> <ul style="list-style-type: none"> • Strong IT skills including exceptional knowledge of Microsoft 365 packages. • Previous role in office management demonstrating strong administration and organisational skills. • Keen attention to detail • Exceptional organisation skills with the ability to support and coach others in understanding the working environment where needed. • Experience of developing and maintaining positive working relationships with colleagues, stakeholders and partners. • Excellent communication and written skills, with the confidence to communicate with internal staff to uphold standard within the office. • Good time management skills and the ability to prioritise workloads effectively. <p>Desirable</p> <ul style="list-style-type: none"> • Educated to Degree level or QBE • Relevant qualification in office management • Previous experience of financial software such as sage • Previous experience of 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 Sale Sharks Foundation • Ambitious and driven with a willingness to learn. • Ability to work within a team and foster good working relationships as well as being able to work alone. • Excellent organisation and time management skills • Excellent communication and motivation skills • A positive attitude towards professional development and their own learning • Willingness to work flexible hours • A desire to constantly evaluate and improve on your performance and that of your department, through self-reflection and feedback • Full driver's license and use of a vehicle

TO APPLY

Please send a CV and a covering letter setting out why you believe you are our ideal candidate, along with your completed Equality, Diversity & Inclusion monitoring form to foundation.hr@salesharks.com.

Please do not hesitate to contact Andrea if you would like to discuss the role in more detail at the above email address.

Sale Sharks Foundation 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 people 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.**