



Business Support Officer

recruitment
pack

May
2023

Business Support Officer



Do you have a passion for improving lives?

Are you someone who can build trusted relationships with people from across different cultures, organisations and sectors?

£27,000 pa FTE (dependent on suitability)

25 hours | Permanent Contract | 30 days holiday + bank holidays

Home based with occasional travel

We are about **transforming lives** through sport and physical activity.
Our vision is to make active lifestyles the norm for everyone.

Who are Active Partnerships?

The Active Partnerships have sat at the heart of England's need to create the conditions for an active nation for over twenty years.

A network of 43 [Active Partnerships](#) who are locally-led, non-profit, strategic organisations, have become a significant part of the sport and physical activity landscape across all parts of England.

Putting inequalities at the heart of their work, they are helping ensure that everyone can unlock the advantages of an active life. As a valued partner of Sport England, we are a central feature of its [Uniting the Movement strategy](#). Activity across the network is exciting and varied; examples:

- [our commitment to racial equality](#)
- [working with local groups supporting communities facing the greatest barriers to being active,](#)
- [using physical activity to improve the wellbeing of vulnerable young people.](#)

The Active Partnerships National Organisation is the national charity of the Active Partnerships network.

As a membership organisation we exist to connect, strengthen and enable our network, and beyond, by influencing and shaping national and local place approaches to physical activity and sport as a driver for social change.

We're a small team with bold ambitions because we know the challenge is big.

As Business Support Officer you will report to the Chief Executive Officer and will help our vision to become a reality by providing business support to the executive team and Board.

About the Business Support Officer role

The breadth of agendas, projects and events that our team are involved in is varied and involves multiple organisations. We need someone who can be our 'hub' helping to ensure we are efficient, effective and work in a timely and co-ordinated way in pursuit of our vision. If you thrive in busy and self-motivated teams you'll be right at home with us. Excellent communication will be essential, along with strong IT skills in technology, systems and databases, an ability to prioritise your workload and being an enthusiastic and supportive team member.

Due to an internal development move an exciting opportunity has arisen for a talented and proactive individual to take on the role of Business Support Officer to provide governance, HR and executive assistant support to the Board, CEO and wider team in order to support our network of Active Partnerships.

By joining the Active Partnerships National team, you'll become part of a group of people who believe that physical activity and sport can change people lives for the better.

The team are located across the country so work remotely but connect regularly through weekly online and bi monthly face to face meetings. Individual officers also connect separately around different work areas. We also convene and work with colleagues across the different Active Partnerships teams using a hybrid approach.

We work in a flexible manner and trust colleagues to choose a working pattern that meets the needs of the role and the individual.

For more about the role and the type of skills we are looking for see overleaf.

Commitment to equity, diversity and inclusion

We are building a culture where diversity is valued and we can all be ourselves. We still have work to do but are strongly committed to inclusive practices which demonstrate fairness, equality and anti-racism in everything we do. We will not tolerate less favourable treatment of anyone, especially those with legally protected characteristics, and welcome applications from all sections of communities, particularly those under-represented within our organisation.

We are committed to fair and unbiased recruitment and use SportSuite portal hosted by one of our Active Partnerships to remove any unconscious bias from our process.

The job application forms are hosted by Yorkshire Sport Foundation, one of the 43 Active Partnerships. When applying for this role you will need to create a free account and that will allow the form to save your progress every time you move to the next page. Part complete forms can be found in your dashboard. Once you log-in select 'Jobs'. This will bring you to a listing of all current jobs on the portal. To find the Business Support Officer role either select 'Recently Added' or type 'Active Partnerships' into the search AND change the location filter to 'any distance'

If you would like an informal discussion about any of the role please get in touch with Heidi James via – hjames@activepartnerships.org

The closing date for all applications is 10am on Monday 19 June 2023.

[CLICK HERE TO APPLY FOR THIS ROLE](#)

Candidates who successfully progress from the application stage will be invited to interview on Monday, 26 June.

Values



Passion for our purpose.

For us our vision is our passion. Because we all firmly believe in the power of physical activity and sport to help change lives and tackle inequalities. It's what binds us to our work and network and gives us our heart as a team. Sharing a passion creates our enthusiasm and energy and means, as we connect with others who share it, we get new insights into how it matters to others and why we care about what we do.



A collaborative spirit.

We know that when we welcome, listen, understand and respect each other's knowledge and perspectives we're more creative, flexible and open to ideas. It's not just a way of working but an attitude and confidence. It enables us to be inclusive, to challenge assumptions, have courage to lead when needed and be forward thinking with our approach. It means we do better work together.



Trust brings connectivity.

We work through building relationships. So honesty, having integrity and being our true selves matter. It's therefore important to us that we not only do what we say we will, but can rely on each other to do the right thing for us all. We call it the glue that holds us together.



For more about our approach, please view our brief video here

<https://www.youtube.com/watch?v=XfcUUuN28o4>

Job description: Business Support Officer

Location: Home Based

Salary: £27,000 pro rata (dependent on suitability)

Hours: 25 hours per week

Purpose: To provide governance, HR and executive assistant support to the Board, CEO and wider team in order to support our network of Active Partnerships.

Duties and responsibilities

Governance & HR

1. Provide secretariat to the Board and all Sub Committees, managing the delivery of the annual performance cycle and acting as the primary point for contact for the Chair and Board of Trustees.
2. Administer and champion the online Board portal (Smartsheets), uploading board papers, adding documents and maintaining records. Providing other governance-related support as required.
3. Operational management of governance processes and procedures required for a charitable organisation including reporting to Companies House and the Charities commission.
4. Trust Board management – coordinating meetings, communicating with the chair and relevant trustees, preparing minutes of all meetings for approval and circulation. Support to the CEO in managing relationships with the Trustees.
5. Supporting adherence to Tier 3 Code of Sports Governance
6. Supporting External Board Evaluation / Governance Assurance Reviews, or similar
7. Trustee Recruitment – Support to the Chair and CEO
8. Book venues and manage logistics for board meetings.
9. Updating / drafting Policies and related Procedures for Trustee/CEO/Board approval
10. HR – operational management support to the senior management team of related procedures to include: - annual leave, recruitment of new staff, staff benefits.

Business Support

1. Provide proactive executive support to the CEO including day-to-day diary management, responding to all forms of communications, organising travel.
2. Be a point of contact for the CEO's key strategic partners (i.e. Local Active Partnerships and Sport England). Maintaining records of CEO meetings, personnel changes and similar on behalf of the CEO.
3. Book venues and provide logistical support for selected network wide meetings (online and face to face).
4. Lead Cyber Essentials and Cyber Essentials Plus annual renewal process to ensure we minimize vulnerabilities to cyber attack.
5. Maintain effective systems for file sharing and project management organization- specifically via sharepoint and smartsheets.

General

1. Manage incoming correspondence to the organisation and distribute as required.
2. Contribute to teamwork and development by sharing knowledge and information.
3. Work within the values of the Active Partnership National Team
4. Join team meetings and support the ongoing learning and development of the team.
5. Participate in staff training and development programmes undertaking any training as appropriate.
6. And any other duties commensurate with the role as requested by Management

Skills, values and behaviours

You have excellent organisational skills; to manage multiple and sometimes competing demands, to prioritise and meet deadlines often under pressure, with the ability to understand and anticipate needs to ensure appropriate outcomes.

You are able to work confidently and professionally at a senior level and interact with Board members.

You have strong interpersonal skills, a confident communicator, adept at building effective relationships with a range of internal and external stakeholders.

You understand the nature of a CEO's work, have sound judgement and are able to exercise tact and sensitivity with due regard for confidentiality and organisational priorities.

You have advanced administrative skills; including setting agendas, collating and disseminating papers, creating accurate minutes, maintaining action registers and ensuring actions are followed up.

Advanced Microsoft suite skills including Outlook, 365, Word and PowerPoint.

Smartsheets skills are also desirable but not essential provided you have an appetite to learn.

You have practical knowledge of how Boards operate, preferably gained in a charity or similar environment, which includes the annual governance cycle.

A passion for improving lives.