

**Job Title :** IT & Business Support Assistant

(Volunteer placement opportunity)

**Service/Section :** Leicester-Shire and Rutland Sport

**Hours** : 37 hours per week – including some evenings and weekends.

**Duration** : Academic Year (i.e. September – July)

**Grade :** Voluntary (travel & work related expenses paid)

**Base/Location :** SportPark, Loughborough University

**Responsible To :** Innovation & Enterprise Officer

**Liaison With :** County Sport Partnerships, National Governing Bodies of Sport and other related partners

**Job Purpose:**

* To support the planning and delivery of the following work areas:
  + SportSuite software [www.SportSuite.co.uk](http://www.SportSuite.co.uk)
  + Workplace Challenge [www.WorkplaceChallenge.co.uk](http://www.WorkplaceChallenge.co.uk)
  + School Fixtures software [www.TeamLeicestershire.org.uk](http://www.TeamLeicestershire.org.uk)
  + Monitoring & Evaluation of programmes
  + Generic administration & client support
* To support specific projects and programmes being delivered by Leicester-Shire and Rutland Sport operate on time and on budget, including contributing towards key targets/outputs.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist with the programme management of LRS software products including SportSuite, Workplace Challenge and School Fixtures that are provided to organisations nationwide.
2. Provide technical client support for our software products (training will be provided).
3. Promote our software products to companies and sporting organisations nationwide via social media, events and other marketing channels
4. Research and keep the national database current with the latest news, jobs, funding opportunities etc.
5. Support with the management, co-ordination, and updating of training resources and delivery.
6. Support with the monitoring and evaluation of products and producing reports where appropriate
7. Produce promotional materials and support sales pitches for software products.
8. Undertaking additional generic operational / administrative tasks within Innovation & Enterprise Team and communicating information to partners
9. Any other tasks appropriate with the nature of the post that may be assigned by the Innovation & Enterprise Officer.

**Person Specification**



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|  | **Essential** | **Desirable** | **How Assessed** |
| **Experience (paid or voluntary):**  In one or more of the following areas:   * Sport * Physical Activity * Health * PE * Website Development   Able to demonstrate a commitment to the industry  Able to demonstrate where they have managed a small project in either a sport or software setting | ✓  ✓  ✓ |  | App/Int  App/Int  App/Int |
| **Knowledge of:**  Policies in one or more of the following areas:   * Sport * Physical Activity * Health * Digital | ✓ |  | App/Int |
| **Skills in:**  Sound working knowledge of Microsoft office i.e. Word, Excel, PowerPoint, Outlook  Sound working knowledge of Adobe i.e. InDesign, Photoshop  Is enthusiastic, motivated and has the ability to work as part of a team or individually  Can communicate effectively through the use of a range of written and oral skills  Is able to provide reports and is able to Monitor and Evaluate a variety of initiatives and projects  Has excellent organisational, planning and presentation skills  Has good interpersonal skills, with the capability to communicate effectively with professional staff and volunteers  Familiar with and able to use a range of social media platforms | ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓ | Application  Application  Interview  App/Int  App/Int  App/Int  Interview  App/Int |
| **Attitude and Temperament:**  Demonstrates professionalism at all times  Has the ability to work on own initiative  Is adaptable, flexible and able to contribute towards other areas of work as necessary  A commitment to undertaking continuing professional development opportunities | ✓  ✓  ✓  ✓ |  | App/Int  App/Int  Interview  App/Int |
| **Other**  To be able to travel around the country, access to and use of a car would be preferable. |  | ✓ | App/Int |
| Factors not already covered **Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.** | | | |

App = Application Form

Int = Interview