

JOB SPECIFICATION

# Operations Administration Assistant

**Department:** Operations

**Reports to:** Head of Operations

**Location:** Sheffield but offering hybrid working

**Terms:** Initial 3-month contract, with potential to extend

## About the Role

The Operations Team are responsible for ensuring that activity programmes meet our member and partner promises through our people, programmes and equipment. This involves high volumes of children, high volumes of seasonal staff, a national venue portfolio, accidents, incidents and complaints, a diverse range of services and programmes, and last minute and unforeseen change and demand.

The Administration Assistant is responsible for providing administration management and support primarily to the Operations Team and to the wider organisation where required.

## Key Responsibilities

1. Plan & Prepare
   1. Understand all aspects of the administrative requirements of each Kings Camps venue and the Head Office operation
   2. Understand systems and processes for managing admin tasks
   3. Work flows for projects and seasonal administration support
2. Support
   1. Coordinate the staff accommodation, travel and expense needs for Kings Camps and Head Office staff
   2. Ensure all information captured is accurately inputted
   3. Provide timely and appropriate response to enquiries and questions from staff
   4. Provide requested information to staff via phone and email
   5. Complete administrative tasks that alleviate seasonal pressure and relate to specific projects
   6. Provide regular reporting to the Head of Operations
   7. Work collaboratively with the Operations team to meet deadlines, ensuring paperwork is returned on a weekly basis
   8. Use a variety of software packages (MS Teams, Word, Excel and bespoke systems)

## Conditions of Work

* Initial 3-month contract
* Hybrid working options at our Sheffield Head office and home-working days
* Salary £21-23,000 per annum, depending on experience (pro rata, DOE)
* 37.5 hours Mon-Fri within 8am-6pm (flexible hours can be discussed)
* **The role requires a flexible approach to working hours and p**eak periods, including occasional evenings and weekends
* Report to Head of Operations with weekly 1:1 meeting
* Seasonal performance review
* Subsidised school holiday childcare provision (for 5-15 years)
* Secure, free onsite parking at Sheffield Office

## Ideal Personal Specification

* High level of availability, efficiency and friendliness
* Organised with a high level of attention to detail
* Patient and self-motivated
* Understanding of GDPR and sensitive data and the need for confidentiality
* Able to multi-task
* High level of verbal and written communication skills
* Experience of an administrative role and good level of IT skills
* Fully supportive of our vision and mission

## About Us

Established in 1991, Kings Active Foundation is a UK registered charity with a vision of a world where children love being active, and a mission to get children active, having fun and learning together.

We’re experts in using active games, sport and fun to connect with children via our activity programmes and we equip, enable and inspire others to deliver activity programmes.

We are a small team doing big things. We have a passion for our work and a desire to get more children active and improving their physical and mental wellbeing.

We’re committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.