

# Cross-Departmental Coordinator

## About the role

The Cross-Departmental Coordinator is a key role within our Head Office Team, it's a dynamic position that requires someone who's willing to jump into different teams and projects, supporting all departments at peak period, and providing a high level of task ownership and administration management.

You'd be working to ensure we effectively deliver our children's sports and activity camps through core tasks such as reviewing information and child data (within our Membership Department), managing seasonal staff travel and accommodation arrangements (within our Recruitment Department), and working to clear our staff teams for entry to military bases (within our Operations Department).

We are a small organisation who deliver our work at key times and at volume in the lead up to, and throughout, the school holidays. Balancing and optimising the workloads of our team is key to ensuring that the organisation can operate in the most efficient way and that we get the best results and value for delivery. Full training in our organisational systems and processes will, of course, be given to the successful candidate.

## Your key responsibilities

### Plan

1. Workflows for projects and seasonal administration support across entire year
2. Management of our organisation's cultural and business events

Kings Active Foundation is a UK registered charity  
(1105460 / SCO43119)

 Osborne House, 47 Snaithing Lane, Sheffield, S10 3LF

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## Your key responsibilities continued...

### Administer

1. Provide administrative support to Head Office including:
  - i. Highlighting of children requiring additional support on our camps
  - ii. Management of and booking travel and accommodation for the organisation
  - iii. Administration and management of security clearances for military bases
  - iv. Document creation, sense checking, and proof reading
  - v. General administration tasks
2. Project support across the organisation
3. Invitations, catering and communications for office-wide meetings and events

### Communicate

1. Communications between UK office and external partners
2. Internal communication for organisation-wide events

## Our culture and benefits

**Our People:** Work in our like-minded, dedicated and passionate team that aligns with our mission and shared purpose - to get children active, having fun and learning together.

**Salary:** From £26,000 FTE per annum, DOE

**Pension:** We offer more than the norm, with an enhanced pension and employer contributions (5%), and we also offer a Group Life Assurance Scheme.

**Holiday:** In addition to statutory holidays, we offer a generous starting holiday allowance of 25 days per annum (FTE) with additional holidays being added after 2 years' service up to a maximum of 30 days per annum (FTE) after 5 years' service

**Work Patterns:** This is a part time role, typically 22-27 hours per week, within 8am-6pm Mon to Fri but, in the modern working world, flexibility is key and embracing peak demand at popular times of the year is required from our team.

**Our Meetings:** We start every week with a Monday Morning Meeting (MMM) for the whole team to connect and we're also deliberate about meeting formally every 3-4 months with a **Quarterly Brief** - each of these help with comms and provide every member of our team with development opportunities.

**How we celebrate:** We all gather at a monthly social with our famous Friday Quiz and we also offer nominations and awards for those who exhibit our values each quarter.

**Our Offices:** We consider ourselves lucky to be in beautiful offices in a leafy suburb of Sheffield. We have free on-site parking, bike store and good public transport links. We're out of the hustle and bustle of the city centre, but there's plenty of local shops & cafes close by.

**Discounts:** We offer free places on our holiday programmes for your children (5 to 17 year olds), a cycle scheme, travel and social opportunities and a range of discounts and rewards, including charity worker benefits!

**Training:** As well as a bespoke onboarding plan linked to your new role at Kings, you'll receive market-leading Safeguarding training and a free disclosure check as part of our safer recruitment commitments.

## 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.

## Our Safeguarding Promise

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.