## **Logo, company name Description automatically generatedRole Description**

## **Project Support**

## **Reports To**

The role will report to the Deputy Chief Officer.

## **Job Overview**

The role will provide essential administrative support to the Chief Officer, Deputy Chief Officer and Project Leads.

This role sits in the central team of the charity which supports all branches of the organisation currently in areas across Yorkshire & NE Lincolnshire, as well as various projects.

## **Responsibilities and Duties**

The duties and responsibilities of this role include the following:

* Respond to new enquiries via email/facebook messenger.
* Prepare distribution of information to volunteers by email and/or via closed facebook/whatsapp groups.
* Organising the distribution of session plans written by Lead Coaches and subsequent timely distribution to coaching teams.
* The typing and updating of risk assessments and routes.
* The preparation of new registers at the beginning of each term and update as required on weekly basis.
* Communication to Coaching Teams about junior athletes with relevant medical conditions – highlighted at the beginning of each term by email and when a new athlete joins a session.
* The collation of data about attendance or membership levels to support production of reports by Deputy/Chief Officer.
* The collection of membership & session fee term payments and reporting of these to Deputy Chief Officer.
* Communication to parents/participants with relevant dates/information about sessions.
* Completion of booking forms for venue providers.
* Face to face support at promotional events e.g. school taster sessions/open days/health promotion events.
* Management of the online shop ensuring kit ordered and distributed within agreed timescales.

## **Skills & Qualifications**

* Competent in the use of excel spreadsheets, word, googledocs and social media.
* Experience of administrative work in a busy environment.
* Good interpersonal skills are essential with the ability to work well in a team but also independently.
* Ability to meet deadlines, respond to urgent requests for data/information.
* A Team player with a passion for the work undertaken by the charity as well as an enthusiasm for the ethos and principles of the organisation.

## **Details**

## **Hours**

12 hours per week. Preferred office days Mondays/Thursdays, a work from home day also possible.

**Salary**

£10 per hour

**Base**

110 Greenwood Avenue, Hull, HU6 9NX

**Additional Benefits**

Complimentary polo shirt supplied

Free tea/coffee when office based

* 1. supervision provided

A friendly, supportive team environment

Access to NEST pension

Flexible working arrangements available - term time only can be considered.