



JOB DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Business Support Administrator
Reporting to	Chief Executive Officer
Starting Salary:	£20,000 - £22,000 pa.
Contract:	Initial Contract until 30th June 2024 Full Time - 35 hours per week incorporating some evenings & weekends.
Location:	The post will be required to work primarily from the office (with hybrid working in operation) and across the Berks & Bucks FA administrative area. The office is currently located in Abingdon (OX14 1SG)

PURPOSE

- To support delivery of the FA National Game Strategy and the Berks & Bucks FA Strategy
- To contribute to the effective implementation of the FA's Safeguarding 365 accreditation.
- To provide excellent customer service both internally and externally.
- To provide administrative support to the CEO, contributing to the smooth running of the business.
- To comply with FA rules, regulations, policies and procedures and guidance that are in place from time to time.

RESPONSIBILITIES INCLUDE:

- Efficiently organise arrangements for meetings, including arranging appropriate catering for meetings held in the office and other venues as appropriate.
- Prepare and circulate papers website articles, agendas, minutes and briefing notes as appropriate.
- Develop and implement, and improve as appropriate, record-keeping and filing systems.
- Dealing effectively with correspondence, flagging urgent matters for attention and sign-posting appropriate correspondence to other staff where appropriate.
- Provide full financial administrative support to finance (payment of bills, raising invoices, reconciliation and payroll)
- Manage the HR platform, effectively recording staff absences and HR paperwork and qualification/ training records.
- Deal with complaints in liaison with the CEO
- Provide administrative support to the recruitment of members of staff & key volunteers.
- Oversee the management of office supplies, IT requirements, kit requests, and maintenance.
- Project manage the distribution and administration of ticket requests for England & FA Competitions.
- Manage the safeguarding compliance for all employees and key volunteers.
- Contribute to ensuring that safeguarding and equality are embedded throughout Berks & Bucks FA.

PERSON SPECIFICATION	
QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> Educated to A Level or equivalent. 	<ul style="list-style-type: none"> Secretarial/Administration qualification Basic accounting qualification
SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> Excellent knowledge of the Office 365 suite Demonstrates outstanding organisational skills A high standard of numeracy, the ability to manage finances. Demonstration of equality in action Excellent communication skills. Excellent report writing & Minuting skills The ability to manage and prioritize a varied and busy workload and work to deadlines Attention to detail and high levels of accuracy. 	<ul style="list-style-type: none"> Experience of using financial information systems (e.g. Xero) Experience of event organisation Secretarial/Administration qualification Experience of using Freshdesk & Smartsheets.
KNOWLEDGE & EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> Experience in an administration role. Experience of diary & Email management Experience of drafting reports and correspondence Experience of working on confidential matters; tact and discretion 	<ul style="list-style-type: none"> Knowledge of The FA's National Game Strategy. Experience of project management. Knowledge and understanding of working with volunteers. Knowledge of the structure within football, nationally and locally
Enhanced DBS Check Required?	No
Clean, Full Driving License Required?	Yes

The Job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
Progressive	<p>Embraces new thinking in pursuit of continuous improvements.</p> <p>Continuously seeks to improve efficiency and performance Questions the way things are done and takes informed risks Identifies the need or, and actions change in direction, practice, policy of procedure</p>
Respectful	<p>Sets the standards for respectful behaviour across the game.</p> <p>Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply FA standard at all times.</p>
Inclusive	<p>Champions and ensures that football is, and will remain, a game for everyone.</p> <p>Openly collaborates with colleagues and partners in the game Seeks out and embraces new ways of thinking and working Provides equal opportunity to people of different backgrounds, experience and perspective.</p>
Trusted	<p>Tenacious and accountable. Serves the whole game by doing the right thing.</p> <p>Works relentlessly to overcome roadblocks of obstacles to achieve the goal Maintains motivation for their team and themselves Remains focused on seeing agreed goals through to completion taking pride in their work</p>
Inspired	<p>Ensures the very best outcome is achieved by sustained excellence in performance.</p> <p>Seeks to achieve the highest levels of performance at all times Persistent to achieve a standard that others consider impossible Challenges other to go further and achieve more.</p>

Job description authorised by:	
Date job description was authorised	