

Job Description

Job Title	Administration Assistant – Part-time (9-month fixed term contract)
Reports to	Operations Manager
Location	Based at the Abbey Stadium
Salary	£19,500 - £22,500 pro rata
Hours	18 hours a week. Flexible working hours.
Role Summary	<p>The administration assistant will be responsible for to day-to-day administration of the work of the foundation. The primary focus for the ideal candidate would be to support delivery and office staff with data capture, maintain accurate records of attendances and liaising with schools and other external partners to ensure activities are well planned and organised.</p> <p>The successful candidate will be detail focused, to ensure we are collecting accurate and up-to-date information required for participants, enabling us to safeguard individuals attending our sessions. Similarly, the foundation has a responsibility to report key performance indicators to both internal and external partners, of which the individual would assist in capturing and monitoring.</p> <p>You will also support the management team with administrative tasks that contributes to the safe and efficient running of the organisation to help us more effectively deliver our strategy. As a result, we will be able to improve programme delivery and experience for participants, contributing to the overall positive impact on individuals and our community.</p>
Key Job Outcomes	<ul style="list-style-type: none"> - Inputting participant information onto Salesforce - Ensuring the schedules and sessions on Salesforce are kept up to date with delivery of foundation sessions. - Monitoring attendance at sessions and keeping accurate logs. - Uploading sessions onto our booking site Official Soccer Schools and support participant registration process. - Downloading booking lists and liaising with schools on expected attendance - Follow up with participants attendance, sending out regular reminders and any additional upcoming events/opportunities. - Uploading feedback survey information for various programmes and sessions. - Ensuring delivery staff have up-to-date risk assessments in place for the sessions the foundation is delivering. - Work with the management and wider team in collating qualitative and quantitative information required for measuring our impact. - Monitoring the charity’s email account and responding to queries in a timely fashion. - Answering the foundation landline and offer support to enquiries. - Support with administrative tasks related to foundation fundraising events, ensuring diligent planning and execution. - Ensure the protection and safeguarding of all staff, participants and the general public is adhered to. - Supporting the management team with administrative tasks as required.

Person Specification

Skills, Knowledge, Qualifications and Experience	Required	Desirable
Excellent written and verbal communications skills	√	
Competent IT skills	√	
An understanding of child protection and safeguarding children regulations and DBS requirements.	√	

Experience with managing confidential data	✓	
Ability to support and engage with participants	✓	
Strong interpersonal skills	✓	
Excellent organisation skills, including time management and working to deadlines.	✓	
Problem solving and negotiation skills	✓	
Knowledge of Cambridge and surrounding areas		✓
Prepared to undertake an enhanced Disclosure and Barring Service (DBS) check.	✓	
In date Safeguarding Children certificate (can be achieved upon appointment)	✓	
Attitude/Behaviours		
Positive interaction with general public, through email and telephone	✓	
Can work effectively as part of a team	✓	
Calm and flexible approach to working	✓	
Ability to work independently	✓	
Personal Qualities		
Hardworking and Honest	✓	
Professional and approachable	✓	
High attention to detail	✓	

Application Process

Application Instructions	Interested applicants should apply by uploading a CV and cover letter onto our BreatheHR Vacancy Page here .
Application Closing Date	Friday 17 th November 2023
Interview Date	Friday 24 th November 2023
Start Date	ASAP
Employability Statement	Cambridge United Foundation is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
Equality, Diversity and Inclusion	Cambridge United Foundation is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socioeconomic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

If you have any questions in the build-up, please contact Vicky Neal on: vickyn@cambridgeunited.com