



## JOB SPECIFICATION

# Senior Support Officer

## About the Role

The Senior Support Officer is responsible for providing administration management and support to the Leadership Team and project and seasonal support across the organisation.

We are a busy organisation who deliver our work at key times and at volume through a small Head Office team. Balancing and optimising the workloads of the Senior Team is key to ensuring that the organisation can operate in the most efficient way possible and that we get the best results and value from our people.

## Key Responsibilities

1. Plan
  - a. Leadership Team administration and management requirements and workflow
  - b. Workflows for projects and seasonal administration support
  - c. Office calendar for collective events
  
2. Administer
  - a. Provide administrative support to Leadership Team including:
    - i. Diary and meeting management
    - ii. Email management
    - iii. Document creation, sense-checking, and proof reading
    - iv. Project administration
    - v. General administration tasks
  - b. Administrative tasks that alleviate seasonal pressure including, but not limited to, booking travel and accommodation for seasonal employees
  - c. Project support across the organisation
  - d. Invitations, catering and communications for office-wide meetings and events
  
3. Communicate
  - a. Update reports with latest information e.g. KPIs
  - b. Communications between UK office and external partners
  - c. Building and housekeeping issues

## Conditions of Work

- Based at Sheffield Head Office (flexible working with some home-based days) with potential to travel in UK and abroad
- Office hours: 37.5 hours Mon-Fri between 8am-6pm.
- Report directly to CFO with monthly meetings
- Annual performance review

## Ideal Personal Specification

- High level of efficiency, friendliness, and confidentiality
- High level of verbal and written communication with attention to detail
- Willingness and eagerness to assist others
- Self-disciplined and able to prioritise
- Highly personable
- Supportive of the mission and values of Kings Active Foundation

## 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 are 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 are 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.