



ROLE PROFILE

BUSINESS SUPPORT ADMINISTRATOR



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POST:

Business Support Administrator

SALARY:

£24,000 to £28,000 pro-rata (dependent upon experience)

CONTRACT:

Permanent: Part-time, 22.5 hours/3 days a week

LOCATION:

Hybrid working: 1-2 days a week in the Bolton office combined with home-working, occasional attendance at evening Board meetings, and some travel to new Youth Zone projects across England, as required for the role.

REPORTING TO:

Head of New Project Development

BENEFITS:

Agile working organisation with flexibility in working hours; 25 days annual leave pro rata (rising to a maximum of 30 days pro rata with length of service) plus bank holidays, birthday leave and annual leave purchase scheme (from day one of employment); company matched pension; company sick, maternity, paternity & adoption pay; voluntary benefits with discounts on health & wellbeing, retail & leisure.

OUR COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

As an equal opportunities employer, we welcome applications from under-represented groups; in particular from Black, Asian, Mixed Race & other ethnically diverse individuals, people with disabilities, and members of LGBTQ+ communities.

Our dedicated Equality, Diversity & Inclusion Group, with support from the Senior Leadership Team, is actively promoting and advancing diversity and inclusion at OnSide, ensuring a culture where everyone can be themselves and thrive.

ABOUT ONSIDE

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. And we offer continuing support to Youth Zones nationwide through the national OnSide Network

Youth Zones are brand new, purpose-built spaces, fizzing with energy and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who truly believe in young people; helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

Find out more about the network here:

<https://www.onsideyouthzones.org/the-youth-zone-model/our-youth-zones/>



THE ROLE

This role is a brilliant opportunity to really make a difference to young people across the country by supporting our Trustee Boards specifically.

Each Youth Zone is an independent charity and therefore each needs its own group of independent Trustees to help drive it forwards. Our Trustee Boards are really devoted groups of volunteers who give up their time and expertise to do good in the world. We really value them and strive to give them everything they need to come together effectively, armed with all the right information to make the very best decisions.

The successful candidate will support new Trustee Boards for new projects right from the very beginning and work closely with them through to the opening of their Youth Zones. It's going to be quite a journey!

Diverse perspectives are crucial for strong organisations. We want our Trustee Boards to be inclusive and diverse - and we want our team here at OnSide to be so also. This means that we are looking to provide an opportunity for someone who has not perhaps worked in the charity sector before, or who might never have seen themselves working with charity trustees.

THE PERSON

We are looking for transferable skills, not necessarily someone who has direct experience of the charity sector or working with trustees:

- you may have experience gained in a PA or EA role
- you may be a team leader, with experience of managing people and schedules
- you could be delivering projects in areas such as communications, business administration or engagement
- you may be keeping an office running like clockwork and have a talent for keeping everyone on track
- you could be a highly skilled volunteer enabling brilliant work to happen in your community.

Above all, we are looking for that person who will be the glue that holds things together. The person who might not always have the answers but will know where to find them. The person who remembers the details and really loves a good spreadsheet or list!

If you would like to chat about the role please do contact Vanessa Haworth, Head of New Project Development, at vanessa.haworth@onsideyouthzones.org.

JOB DESCRIPTION

KEY RESPONSIBILITIES
To work closely with the Head of New Project Development to develop and manage governance policies, processes and controls to ensure that all board activities comply with relevant regulatory and statutory requirements (training will be provided).
To actively carry out professional checks for all prospective trustees, and guide new trustees through the induction process.
To form and maintain professional and effective working relationships with colleagues, trustees & Partners.
To provide business and diary management support including scheduling meetings, generating agendas, and collating and distributing board packs in good time.
To attend meetings to take notes (minutes) and follow up any actions in a timely manner.
To generate reports, as required, and share them with the relevant people.
To ensure good administration processes are followed, keeping under review current systems and practices, suggesting and implementing changes and improvements where appropriate.
When required and if capacity allows, to offer wider administrative back up supporting other colleagues and projects as part of the collaborative OnSide team.

PERSON SPECIFICATION

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Executive Assistant, project delivery or team leader (managing people or projects) experience (paid or voluntary)	Essential
Experience of using MS Office (including Outlook, Word and Excel); willingness to use Adobe and other software packages (training provided)	Essential
Experience of communicating with a wide range of stakeholders	Essential
SKILLS, KNOWLEDGE AND APTITUDES	
Excellent organisational and administrative skills, with high level of attention to detail	Essential
Ability to organise and prioritise workload, with excellent forward planning skills	Essential
Ability to manage multiple tasks simultaneously within agreed timescales, and meet deadlines	Essential
Ability to work flexibly, collaboratively and creatively (contributing ideas)	Essential
Great communication skills: written, over the phone and in person	Essential
A confident and 'can do' attitude; a proactive, fast learner	Essential
Commitment to fairness, equality and respect	Essential

GENERAL INFORMATION

This role will be contractually based at our Bolton office with hybrid working; in practice this will involve working 1-2 days a week at our Bolton office, combined with home working and some travel to support the Trustee Boards of new Youth Zones across England. Home working risk assessments are carried out for all employees working from home (full-time or hybrid), and appropriate IT equipment provided within budgetary guidelines.

In accordance with our Child Protection and Safeguarding procedures, this position requires a basic DBS check.

APPLICATION PROCESS

To apply, please submit a CV and one page cover letter, explaining how you meet the person specification, to hr@onsideyouthzones.org or apply via the website at [Work with OnSide - OnSide Youth Zones](#).

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (documentary evidence will be required before a job offer is confirmed)
- Any reasonable adjustments we can make to assist you in your application or the selection process
- How you demonstrate your commitment to equality, diversity & inclusion.



CLOSING DATE FOR APPLICATIONS:

9am, Monday 5 June 2023

INTERVIEWS:

First stage interviews (virtual):
Monday 12 June 2023

Second stage interviews (in-person):
w/c 19 June 2023

There will also be a short, values-based phone interview around the second stage.

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Lead will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

For information on how OnSide processes your data, go to
[OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.





PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

