

# Business Support

<b>Role</b>	<b>Business Support</b>
<b>Hours of work</b>	Full time (37 hours per week) Job share could be considered
<b>Salary</b>	c. £24,000
<b>Location</b>	APT's Chesterfield office, with occasion work from APT's office in Nottingham
<b>Closing date</b>	12 February 2025 (23:55)
<b>Interview dates</b>	Stage 1 on-line interviews (30 mins): 18 February Stage 2 in person interviews: 25 February

## Main areas of responsibility of the Business Support role

- Supporting all aspects of APT's office administration to ensure the organisation can operate effectively and efficiently including financial and HR processes.
- The first contact for new external partners and individuals contacting APT via the phone and email.

## We are looking for someone to join us who:

### Essential:

- Believes in the importance of physical activity being safe and inclusive for everyone.
- Believes in our values and behaviours.
- Can develop good working relationships internally within the team and externally with partners and suppliers.
- Experience of setting up and using finance processes and procedures.
- Excellent attention to detail.
- Understands the importance of confidentiality.
- Understands and has experience of data protection and data security requirements.
- Has excellent organisational skills and is able to plan, organise and prioritise own workload to meet internal and external deadlines.

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- Has excellent keyboard and IT skills, competent user of Microsoft 365 packages, including mail merge and Excel.
- Has excellent interpersonal and communication skills. Able to talk and write logically and concisely.
- Strong listening skills.
- Has a drive to do things better and seeks to continually improve processes, operations and outcomes.
- Can travel around both counties to attend meetings including occasional evening events.

## Desirable:

- Is self-reflective, self-aware and adapts own behaviour.
- Has an aspiration and willingness to improve their skills and experience.
- Is competent in the use of cloud-based finance, banking and HR software packages.
- Has experience of updating basic information on websites.
- Has knowledge of the developing AI world and the opportunities and risks its use can bring to a small organisation.
- Understanding of, or interest in, equity.
- First Aid qualification

## Key tasks

### Operations

- Lead on implementation of policies, procedures and standards for the 2 APT offices and working environments, including the procurement of office and staff equipment (e.g. mobile phones, IT).
- Support the effective use of administration, finance and HR policies, protocols and processes of team members.
- Responsible for aspects of day-to-day HR management including: assisting with staff recruitment, setting up new starters both in the office and on the HR system (Breathe), contributing to staff inductions etc.
- Maintain an up-to-date contact database.

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- Assist with the organisation of face to face and virtual events, conferences, training sessions, away days and meetings.

## Finance

- Responsible for day-to-day financial management including: raising orders, producing invoices, making payments, carrying out monthly reconciliations and ensuring that robust processes are implemented.
- Run monthly T&S reports for our payroll provider, download monthly payroll reports and payslips and set up monthly salary payments on the banking system.

## Teamwork

- Provide administrative support to members of the team, particularly marketing and communications and funding leads. This could include updating mailing lists and contacts database, updating websites, data analysis and event administration.
- Support the administration and booking of the training/development opportunities for the whole team.
- Work closely with the Business Support & Finance Lead and the Operations Lead to ensure the overall function is meeting the needs of the organisation.
- Provide vision, leadership and commitment in safeguarding, equity and diversity matters, with colleagues, community partners and stakeholders.
- Be accountable for achieving your actions in the annual action plan, regularly capturing and reflecting on your work.

Your main place of work will be the new APT office about to be set up in Chesterfield. There will be occasional travel required across both counties to work with team members, help at events etc. APT's offices are currently in Nottingham and Derby city centres. The Derby office will be moving to centre of Chesterfield, spring 2025.

If you're passionate about addressing inequalities and physical activity, we welcome your application. We encourage people to join our organisation from all walks of life, you don't

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need experience in the sport and physical activity sector to work for us. Disabled people and those from ethnically or culturally diverse communities are underrepresented in our workforce and are particularly encouraged to apply.

If you want to find out more about the role, to help you decide whether to apply, you are welcome to call Margaret Blount on 07786 660690 for a brief chat.

Please note, we are unable to support employees with Visa costs. Proof of Right to Work in the UK is essential and will be requested during the application process.

Jan 2025

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