



Business Support Officer

Closing date for applications:
Friday 14 April 2023, 09.00

REGISTERED
CHARITY NUMBER
1155171

REGISTERED
COMPANY NUMBER
08177159

Who we are

Sport Birmingham is here to make a positive difference to people's lives through sport and physical activity.

We are the city's strategic sports & physical activity partnership, working as a leading charity to join up policy and investment with delivery partners who bring inclusive and accessible sport and physical activity to communities.

We provide leadership and support through insight, knowledge and expertise to anyone in Birmingham working towards our vision of a more active city and a healthier place to live, learn, work and play. We tackle inequalities by working where the need is greatest.

Sport Birmingham was established in 2014 as an independent company and registered charity, forming from the previous sports partnership hosted through Birmingham City Council.

We remain part of a national network of 43 'Active Partnerships' and have established ourselves as the leading strategic partnership for sport and physical activity in the region, underpinned by strong governance and enhanced by effective partnership work and support for the delivery network of community sport and physical activity.

Our business turnover has risen each year steadily to around £2million with approximately half of all income from Sport England through a mix of core funding and project funding. We are approaching year 2 of our 5 year funding relationship with Sport England as a systems partner.





Our Mission

Improving lives
through sport
and physical activity

Our Vision

An active, healthy city
for everyone

Our Values



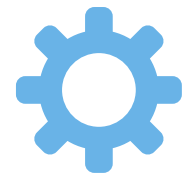
Collaborative

We build partnerships, connect people and convene groups within and outside the sport and physical activity sector; we listen, learn and share.



Inclusive

We are committed to creating and promoting inclusive opportunities, within our own organisational practices and with all our sport and physical activity partners.



Adaptable

We learn, respond and change to ensure we continue to meet the needs of people, places and organisations that we work with and for.

Our Priorities

We tackle inequalities by working where the need is greatest.



Improve physical and mental wellbeing by reducing inactivity



Grow and develop a workforce for the sport and physical activity sector



Connect communities through sport and physical activity



Improve life skills and prospects through participation and engagement



Make sport and physical activity inclusive and accessible to all

Competencies & Behaviours

Influencing

Leading, provoking innovation, and driving improvement, understanding people and inspiring confidence.

Customer-focused

Involving, representing, championing and serving community in everything, developing our approaches from the bottom-up.

Evidence-led

An evidence-led and on-going learning approach to understanding need and identifying where to focus on to achieve greatest impact.

Pioneering

Taking risks where appropriate, piloting new models and unique approaches both in the ways we deliver funding and support, through the projects, and partnerships we stimulate.

Collaborating

Connecting people, identifying opportunities to collaborate and develop partnerships and maximise effort.

Leverage

Recognising the opportunities to lever in extra investment, additional resources and community support, to expand reach and impact through effective partnerships with the private, public and voluntary and community sectors.

Legacy

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.

Equalities & Disadvantage

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.



Job Specification

Job Title: Business Support Officer

Responsible to: Business Operations Manager

Salary: £23,175 per annum, plus 9% employer pension contribution

Contract: Permanent

Hours: 37 hours per week (part time hours to be considered)

Location: Sport Birmingham Office with some flexibility through Sport Birmingham's hybrid working policy



Job Purpose

To provide business, administrative, and general office support to the Sport Birmingham team, ensuring efficient and effective processes, management of project information including financial data and transactions. The role is central to the smooth operation of our organisation and key to our efficiency and performance overall in our pursuit of an active healthy city for all.

Main duties & responsibilities

This role will provide essential support across our team, including:

- Project Support with a focus on financial and contractual administration
- Support the business operations function across the organisation
- Support the Business Operations Manager to maintain policies and procedures
- Support the Business Operations Manager to maintain organisational systems

Key duties & responsibilities

- To develop relationships across the team and support the business and operations function implementing good business processes and compliance.
- To support the updating, processing, purchasing, and recording of project information with a focus on key financial and contractual administration.
- To provide monthly financial monitoring reports and support the completion of project and grant reconciliation according to funder requirements.
- Develop and maintain up to date information and efficient storage of information in accordance with partnership systems and procedures.
- To assist with maintaining monitoring systems that will ensure all information is available for reports and for audit purposes.
- To be responsible for the upkeep and filing of project documentation in such a manner as to meet audit requirements.
- To be responsible for the maintenance of electronic databases to support contract delivery.
- To ensure that partner organisations, and other contracted bodies are meeting the requirements of their agreements or contracts, by undertaking regular partner monitoring, review, and evaluation meetings.
- To undertake general financial administration procedures including ordering, invoicing, and implementing logical systems to satisfy budget monitoring and audit. This includes the use of electronic financial systems (Sage Line 50 / Xero).
- To support efficient management of the Trust's office procedures ensuring delivery of organisation policies as required.
- To be responsible for Disclosure and Barring Service (DBS) monitoring and application process.
- To manage procurement and contracts with appropriate suppliers.
- To ensure compliance in accordance with the data protection act, health and safety standards and safeguarding legislation.
- Any other duties as reasonably requested by a manager.



Person Specification – Skills, Knowledge & Experience:

Experience

- Minimum of 2-years' experience in a comparable role.

Knowledge (Desirable):

- Knowledge of financial processes, compliance, and systems
- Knowledge of Microsoft 365 (Teams, Word, Excel, Outlook, and PowerPoint)
- Knowledge of current legislation related to company and health and safety agendas
- Knowledge and understanding of CRM systems

Skills & Ability:

- Excellent communication skills with a high attention to detail.
- Strong project management, prioritising and organisational skills with the ability to work under tight deadlines.
- A positive can-do attitude and a proactive approach.
- Work on own initiative with limited supervision.
- Presentation and computer literacy skills.
- Effective interpersonal skills to form positive relationships with trustees and external partners.

Other:

- A commitment to Equality, Diversity and Inclusion, particularly personal learning, and inclusive communications.
- An empathy and understanding of our mission.



To apply:

We encourage applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences, and abilities. We are committed to equality and diversity within our workforce and all opportunities provided by Sport Birmingham.

If you'd like to have an informal discussion about the role, please email Vicky.Coyle@sportbirmingham.org or phone 0737 5297365

To apply, please email your CV and covering letter (maximum 1-page A4) outlining your suitability for the role, along with the equal opportunities form to recruitment@sportbirmingham.org.

Closing date: 09:00 Friday 14th April 2023

Interview dates: w/c 24th April 2023