



Bowls Development Alliance

JOB DESCRIPTION

JOB TITLE:	Business Support Officer
SALARY	£20k
HOURS:	37 hours per week
RESPONSIBLE TO:	Bowls Development Manager
LOCATION:	Head Office in Melton Mowbray
DURATION:	This post is on a fixed term basis until March 31 st 2013 and is subject to annual confirmation of funding award. In the event that the funding is withdrawn / reduced before the fixed term period expires, your contract of employment will / may be terminated with one month's written notice.

MAIN PURPOSE OF THE JOB:

To be responsible for the general administration of all the working aspects of the Bowls Development Alliance and to support the work of the Bowls Development Alliance Manager and Development Officers..

MAIN DUTIES AND RESPONSIBILITIES:

1. To design, implement and monitor financial and operational systems to ensure effective efficient service delivery and enabling effective day to day use of these systems
2. To be responsible for managing the Bowls Development Alliance's income, ,tracking expenditure and ensuring financial systems remain fit for purpose
3. To ensure that all contractual performance returns to external funding providers including Sport England are completed on time.
4. Ensure effective IT systems are in place to support the work of the Bowls Development Alliance
5. Maintain and regularly update the website
6. To be responsible for all office administration of the Bowls Development Alliance
7. Responsible for invoicing ,payment of purchase invoices ,payment to local alliance groups within intervention areas and payment of volunteer expenses
8. Keep all management information databases up to date..
9. Preparing press releases as required
10. To be responsible for the production of the bi-monthly newsletter
11. Book venues and organise catering if required for all meetings and events
12. To respond to all telephone and email enquiries

13. To lead on the internal audit financial function
14. To perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, partners and service users
- 15 To undertake specific project work as appropriate to the post in liaison with the Bowls Development Manager

Standards

- 16 To maintain high standards of behaviour and appearance at all times and represent the Bowls Development Alliance in a positive way
- 17 To ensure that all activity is consistent with and promotes equity and safeguarding children policies
- 18 To conform to the Bowls Development Standards
- 19 All duties are to be carried out consistent with the standards, policies and procedures as laid down by the Bowls Development Alliance

Other Duties

- 20 To undertake other duties appropriate to the grading of the post as required

The post holder must at all times carry out their responsibilities with due regard to:

- The Bowls Development Alliance Equal Opportunities Policy;
- Undertaking training as required and be responsible for their own development;
- Working at all times within the code of requirements of the Health and Safety at Work Act.

APPLICATION INFORMATION

For an informal discussion about the post contact Susan Cooper on 07882 207120.

To apply, please send your curriculum vitae along with covering letter to Peter Thompson, EIBA Ltd, David Cornwell, Bowling Green, Melton Mowbray, Leicestershire, LE13 0FA or email peterthompson@eiba.co.uk

Closing date

5pm on Monday 11th April 2011

Interview date

Wednesday 20th April 2011



PERSON SPECIFICATION

JOB TITLE: Business Support Officer

	Essential	Desirable	How Identified
Experience	<ul style="list-style-type: none"> • Experience of accounting, ,administrative and data management procedures and practices • Experience of clerical procedures and practices 	<ul style="list-style-type: none"> • Knowledge of management and business principles 	Application and interview
Education and Training	<ul style="list-style-type: none"> • Competence in common IT applications including, word processing, spreadsheets, databases, e-mail and power point • A commitment to continued professional development 	Educated to degree level or equivalent	Application form
Special Aptitudes	<ul style="list-style-type: none"> • Excellent planning, organizing ,time and work management skills with ability to prioritise and work to deadlines • The ability to work appropriately on own initiative and as a member of a team • Excellent communication and interpersonal skills • Good problem analysis skills • Flexible outlook, able to adjust to changing circumstances 	<ul style="list-style-type: none"> • Interest in sport and sport development • Knowledge and understanding of equality and diversity 	Application form and interview