



Job Title	Administrator	Salary	Meets NMW
Reporting to	Assistant Community Manager	Contract	Permanent
Responsible for	No line management duties	Hours	25
Location	The Jakemans Community Stadium, Pilgrim Way, Boston PE21 7NE		

Job Purpose:

To provide full administrative support and to manage the smooth operation, maintenance and development of Boston United Community Foundation's administrative systems including basic financial processing.

Main Duties & Responsibilities:

General

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| 1 | Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases. |
| 2 | Maintaining and developing efficient office systems. |
| 3 | Reception duties inclusive of responding to calls, emails, correspondence and welcoming visitors |
| 4 | Undertaking administrative tasks including data input, filing and printing |
| 5 | Update staff noticeboards regularly to ensure correct information regarding Health and Safety, Fire Information and Safeguarding. |
| 6 | Assist with the 3G Pitch Online Booking System |
| 7 | Conduct DBS Checks on behalf of the charity if requested |
| 8 | Ordering and maintaining levels of stationery and equipment. |
| 9 | Promoting high standards of personal, professional conduct |
| 10 | Work closely with the Football Administrator and supports other colleagues as needed |

Financial

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| 11 | Act as Treasurer of Boston United Community Football Club |
| 12 | Deliver central administration for membership, including the processing of member subscriptions of Community Foundation programmes |
| 13 | Deal with unpaid direct debits, produce letters to debtors, collect payment and communicate with debtors regarding any queries on their account. |
| 14 | Manage and maintain the Community Foundation's petty cash system. |
| 15 | Assist with the financial systems for the Community Foundation including coding and processing of purchase invoices |
| 16 | Prepare any cash or cheques to be banked in line with banking procedures |



Personal Specification

	Essential	Desirable
Qualifications		
GCSE's or equivalent (A* - C / 4 - 9) to include Maths and English	√	
Level 3 in Customer Service/Business Administration		√
Knowledge and Experience		
A minimum of 2 years' previous administration experience	√	
Ability to work on own initiative	√	
Experience of using social media and updating websites	√	
Experience of prioritising workloads to deadlines	√	
Dynamic, pro-active and methodical with good attention to detail	√	
Good team player	√	
Awareness of the Data Protection Act and DBS procedures in relation to working with children and adults at risk	√	
Experience in a finance-related position or handling financial tasks such as invoicing, managing subscriptions, or assisting with financial reports.	√	
Experience of working in a football club environment		√
Experience of managing relationships with a wide range of internal and external partners at all levels.		√
Skills and Abilities		
IT skills, to include knowledge of using a variety of software packages including word processing, spreadsheets and databases.	√	
Ability to communicate with senior managers, delivery staff and general public.	√	
Good organisational skills, able to prioritise and work within agreed timescales	√	
Good interpersonal & negotiation skills, including skills in working in stressful situations and to deal with conflict in a sensitive manner	√	
Commitment to develop and improve own performance and CPD.	√	
Ability to work pro-actively and under own initiative with minimal supervision	√	
Ability to form strong and appropriate relationships, demonstrating excellent communication skills.	√	
To be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.	√	
Other		
Must satisfy relevant pre-employment checks including two satisfactory references and Enhanced DBS Check.	√	
To hold a current full driving license	√	
Must be able to recognise discrimination in its many forms and adhere to the BUFCF equality & diversity policies.	√	



To have knowledge and understanding of health and safety issues and to follow the policies and procedures of Boston United Community Foundation in such regard.	√	
Undertake other duties as required ensuring efficient work on behalf of the Boston United Community Foundation team	√	

Control of Resources	
Staff	The employee has no supervision responsibility of staff
Volunteers/ Work Experience	The employee is responsible for working with the Assistant Community Manager and to help supervise any volunteers and work experience placements and integrate them into the work programme.
Equipment	Ensure you check and look after Boston United Community Foundation's equipment, which is necessary for your role
Monitoring and Evaluation	To assist with production of attendance registers to support project monitoring and evaluation.
Financial	The employee has no budgetary responsibilities
Health/Safety /Welfare	The employee is responsible for the health, safety and welfare of themselves and others whilst at work in accordance with the Boston United Community Foundation Health & Safety Policy.
Equal Opportunities	The employee is responsible for their own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Boston United Community Foundation's Equal Opportunities & Diversity Policy.
Training & Development	The employee is responsible for assisting in the identification of their own training and development requirements.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Safeguarding Statement
<p>Boston United Football Club Community Foundation is committed to safeguarding and welfare of all children and adults at risk. This responsibility is shared by all BUFCCF staff and volunteers – Safeguarding is everyone's responsibility. Staff and volunteers will be required to undertake regular safeguarding training to enable and reinforce a proactive approach to safeguarding.</p> <p>This role requires the post holder to apply all relevant policies and uphold the club's commitment to safeguarding vulnerable people to ensure a safe environment for all. This includes the timely reporting of any safeguarding concern to the safeguarding team.</p> <p>Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).</p> <p>Appointment to this role is subject to a satisfactory DBS Check and references.</p>



Equality Statement

Boston United Football Club Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.