



BUSINESS SUPPORT OFFICER

SALARY:	£27,000 PA PRO RATA
HOURS:	30 HOURS PER WEEK
TERM:	PERMANENT
LOCATION:	HOME-BASED (EAST MIDLANDS)
REPORTS TO:	GOVERNANCE MANAGER

JOB SUMMARY

The Angling Trust is seeking an experienced business support officer to join the National Governing Body of one of the country's largest participation sports. We are looking for an individual to provide comprehensive and flexible business and administrative support within our core delivery, HR and governance team to support the Chief Executive, Head of Delivery and Governance Manager.

The successful candidate will have proven track record of working within core business functions within a commercial or third sector organisation; working with senior managers to develop, embed and maintain business policy and processes; and in building excellent working relationships with stakeholders across the business. Candidates do not need to have any angling knowledge.

The role, reporting directly to the Governance Manager, may at times need to provide cover during periods of absence and attend Senior Management Team and Board/Committee meetings.

The Angling Trust is the National Governing Body in England, representing fishing, one of the country's largest participation sports. We are a not-for-profit organisation with a mission is to fight for fish, fishing and the environment, creating opportunities for all within society to experience fishing in a healthy aquatic world. It is joined in a collaborative and co-operative relationship with Fish Legal, a separate membership association using the law to protect fish stocks and the rights of its members throughout the UK.

The Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements. We are members of the Sporting Equals Charter and we are actively participating in the Sport England sponsored Inclusive Employers development programme.

PRINCIPAL OBJECTIVES AND MAIN DUTIES

Responsibilities of the job-holder:

- To provide administrative support to the Chief Executive, Head of Delivery and Governance Manager (Company Secretary).



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- To support the Head of Delivery with day to day HR matters including preparation of documents, recording of information onto HR systems, responding to general HR enquiries, disseminating information to colleagues.
- To support the executive team with drafting and reviewing company policies (e.g. delegation of authority, whistleblowing, health and safety).
- Assisting the Head of Delivery, Governance Manager and Head of Finance with completing statutory compliance paperwork.
- Deputise for the Governance Manager in taking and transcribing formal minutes of meetings of the Angling Trust Board, Fish Legal Committee and ACA Trustee Committee Board, Senior Management team and other meetings and take appropriate follow up action.
- Proactively dealing with all day-to-day correspondence / telephone enquiries and filtering information. To take action and respond where appropriate and take messages as necessary.
- To assist in organising external events such as away days and events including finding and booking venues, arranging catering, external speakers and preparing event materials.
- To maintain electronic diaries for the managers, including arranging meetings, appointments, booking rooms, travel arrangements and appropriate use of a brought forward system.
- Create and maintain reports, spread sheets and correspondence using a variety of computer packages including Outlook, SharePoint, Word, Excel, and PowerPoint.
- Research and compile information as requested by the managers.
- To liaise with key stakeholders both within and external to the organisation.
- To establish and maintain an effective and appropriate filing system and any other administration systems as required.
- To provide routine and ad hoc information using various forms of presentation.
- To demonstrate a commitment to equality and diversity through actions and activities, using knowledge and tools to understand the impact of decisions on others.
- Any other reasonable tasks / duties required by the Chief Executive, Head of Delivery or Governance Manager that fall within the remit of this job description.

PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
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EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Educated to GCSE standard including English and Maths, or NVQ Business Administration L2 or equivalent by experience 	<ul style="list-style-type: none"> ▪
EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of working in an administrative or core business environment ▪ Preparation of clear and concise minutes taking and facilitation of meetings ▪ Dealing with confidential information ▪ Organising meetings and events ▪ Record keeping and filing in accordance with information governance requirements ▪ Producing high quality documentation for a range of audiences, including reports to management, job descriptions and policy documents. 	<ul style="list-style-type: none"> ▪ Experience of working in a HR team and undertaking HR related administrative tasks
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Knowledge of information governance and security, such as the Data Protection Act 2018 (GDPR) and Freedom of Information Act 2001 	<ul style="list-style-type: none"> ▪ An understanding of the role of a national Governing Body, charity, membership or similar organisation. ▪ Knowledge of safeguarding practice and policy.
SKILLS	<ul style="list-style-type: none"> ▪ Highly developed communication skills including written English. ▪ Competent use of IT programmes, including Microsoft Outlook, SharePoint and Teams. ▪ A problem-solving approach to managing situations, with recourse to others where required. 	



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	<ul style="list-style-type: none"> ▪ A meticulous attention to detail. ▪ Ability to take initiative and prioritise workload, working to tight deadlines, and operating calmly and professionally under pressure. ▪ Excellent multi-tasking and administrative skills ▪ An excellent communicator at all levels, with good written and presentation skills. ▪ Good interpersonal skills with the proven ability to build positive strong internal and external relationships. 	
QUALITIES	<ul style="list-style-type: none"> ▪ Self-assured, confident and capable. 	<ul style="list-style-type: none"> ▪
OTHER	<ul style="list-style-type: none"> ▪ Be willing to undertake further training and development as necessary. 	<ul style="list-style-type: none"> ▪ Full driving licence and own vehicle. ▪ An understanding of angling or the angling environment would be beneficial but is not essential.

OTHER INFORMATION

Responsible to: The postholder will report to the Governance Manager, who will conduct reviews of performance against targets.

Location: Either home or office-based at our Ilkeston (Derbyshire) office. Attendance at our office in Derbyshire and other meeting locations (including London), will be required on a regular basis.

Working hours: 30 hours pw over four days per week between Monday and Friday, 9am to 5pm. On occasion some evening and/or weekend working may be required. We are open to discussing flexible working arrangements.

Holidays: 25 days leave plus Public Holidays (pro rata) increasing after 3 years by 1 further day per annum up to a maximum of 28 days per annum (pro rata). Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year.

Status: Permanent.



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Salary: Starting salary of £27,000pa FTE (actual £21,600pa). Salary will be reviewed at the end of probation period and thereafter annually in line with our standard processes.

Closing date: Monday 4th September 2023.

Start date: October/November 2023.

Miscellaneous: The postholder will be provided with use of a laptop computer and mobile phone. Business expenses may be reclaimed in accordance with our policies.

Enquiries to: Karen Watkinson, Governance Manager karen.watkinson@anglingtrust.net

Applications: Should be submitted using our application form available from our website at <https://anglingtrust.net/about-us/angling-trust-vacancies/>. Applications should be submitted to Stuart Sharp, Head of Delivery, stuart.sharp@anglingtrust.net

