

Role title: Business Administration Manager

Responsible to: Chief Executive

Contract: Permanent, 37.5 hours per week to be worked flexibly (may include weekend and evening work)

Salary: £24, 000 - £28, 000 dependent on experience

Role purpose:

The Business Administration Manager will be integral to the running of Warrington Youth Club and involved in the development of Warrington Youth Zone's back office functions, they will also be the secretariat for the Board of Trustees. This role will manage the day to day running of the office and key support personnel, in addition to providing HR and finance support.

Context of the post:

Youth Zones are inspiring places; accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Warrington Youth Zone, which is due to open in Spring 2021, will be no exception, and is part of the OnSide network of Youth Zones. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs.

The development of Warrington Youth Zone is different from that of the other 12 existing Youth Zones as Warrington Youth Club is an existing organisation that is transitioning to become an OnSide Youth Zone. The successful candidate will have the unique experience of working in the existing and thriving Warrington Youth Club and work with the Chief Executive on the transition of the organisation to Warrington Youth Zone.

Through our 90 years' experience of working with children and young people in Warrington we are aware that many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country's future prospects. It is this paradox that lies at the heart of OnSide's drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding.

Youth Zones give 7-19 year olds, and up to 25 for those with a disability, affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Whilst Warrington Youth Club delivers services to children and young people across the town in a variety of venues and locations, Warrington Youth Zone will be centrally located, dedicated to young people and will provide them with high quality activities to undertake in their leisure time. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. The state-of-the-art £6.5 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

We are looking to recruit a Business Administration Manager to run the support function for Warrington Youth Club, in addition to the overall management of the office and monthly payroll administration, responsibilities will include:

Duties and Responsibilities - General

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Warrington Youth Club and OnSide
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
- Represent the Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership

Duties and Responsibilities - Detailed

- Overall responsibility for the management of the ‘back office’ function, including ensuring resources and facilities are adequate (i.e. ordering stationary; ensuring a safe office environment etc)
- Establishing and maintaining appropriate office administrative systems
- Managing the Youth Zone’s communications by phone, letter and email and providing administrative support for the youth work delivery staff and for events
- Acting as Personal Assistant to the Chief Executive and providing the secretariat service for the board of trustees and administrative support for its members
- Liaising with the HR provider/external source to ensure compliance with all employment and safeguarding legislation
- Liaising with and working alongside the OnSide support team
- Setting up and maintaining employee personnel files, in line with appropriate data/HR legislation
- Providing monthly financial information to the Finance Manager, including timely production of invoices and payroll data i.e. employee working hours, annual leave, deductions etc
- Managing and recording all employee annual leave
- Overall responsibility for monitoring staff sickness absence, in line with policy and procedure
- Developing, reviewing and updating policies and procedures and ensuring they are understood and observed – with support of the Administration Manager’s network
- Line managing Administration volunteers and/or staff, in addition to line management of the Facilities Manager (where appropriate)
- Promoting and organising staff development and training
- To be an active member of the team and deliver a focused, measurable contribution to The Youth Zone’s overall strategic plan operating in line with Warrington Youth Club’s and OnSide’s values and principles.
- To work within the performance framework of the Youth Zone and OnSide;

- To take a creative and enthusiastic approach to making Warrington Youth Club and in future Warrington Youth Zone a valued facility in Warrington and a leader in its field
- Support the Managers to ensure that procedures are followed correctly in the case of disciplinary processes
- Manage the contracts that the organisation holds for insurance, utilities etc.
- Work with the Chief Executive to compile the pack for the Remuneration Committee
- Ensure that the activities of the organisation are GDPR compliant
- Manage the use of Salesforce and ensure that the system is used and maintained effectively
- Coordinate the recruitment of staff and volunteers to the organisation
- To carry out any other reasonable duties as requested by the Chief Executive

Person Specification

Good candidates for this role will be high achievers, with excellent IT and English skills, plenty of initiative and a successful track record encompassing all-round administrative and management experience.

		Essential	Desirable
Qualifications			
	A qualification relevant to the role		✓
Experience			
	Experience of the HR/personnel function	✓	
	Experience of basic accounts work		✓
	Proven experience in senior administrative roles within a busy office environment	✓	
	Experience of providing support at Board or Chief Executive level		✓
	Experience of working with the media		✓
	Experience of developing policies and procedures		✓
	Line management responsibility for a large varied staff team	✓	
Skills			
	Excellent organisational skills	✓	
	The ability to manage office systems and contact databases, to set them up and to use them effectively	✓	
	Excellent communication skills with ability to establish a rapport and communicate effectively with stakeholders- at all levels and from all sectors	✓	
	The ability to work under pressure to cope with multiple demands and deadlines, to work fast and to a consistently high standard	✓	
	Be able to write fluently, to think clearly and to grasp new concepts quickly.	✓	
	To be fully IT literate	✓	
	Ability to pay attention to detail, be thorough and organised	✓	
	Ability to work on own initiative and as part of a team	✓	
Knowledge			
	Knowledge and awareness of issues affecting young people	✓	
	Knowledge and awareness of the changing employment law landscape		✓

Personal Attributes			
	Demonstrate a commitment to the goals and drivers behind The Youth Club / Youth Zone and OnSide	✓	
	Enthusiasm and ability to contribute to the successful development of The Youth Club and in future the Youth Zone.	✓	
	A willingness to work unsociable hours as and when required	✓	
	DBS clearance and committed to Safeguarding children	✓	
	The ability and willingness to travel to meetings and events both in the region and beyond	✓	

The job holder will be required to adhere to the Youth Zone's policies at all times, with particular emphasis on Equal Opportunities and Safeguarding.

The role will initially be based in The Base, Dallam Lane, Warrington, until the opening of the Youth Zone in Spring 2021.

Remuneration package

Salary: £24 - £28k commutate with experience

Holidays: 25 days per annum (in addition to bank holidays)

The strength of the OnSide Network of Youth Zones is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered none traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Warrington Youth Club is also committed to the safeguarding of young people. This post is subject to a DBS check.

For information regarding how OnSide Youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy/>

Application Process

Please send your Cover Letter and CV to hr@onsideyouthzones.org the one page covering letter should **state your reasons for applying for this position. In addition, please ensure that you provide the following information:**

1. Details of your current or most recent remuneration package and notice period;
2. If you have at any time been convicted of a criminal offence, please provide the details in strict confidence.
3. Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed);
4. Any reasonable adjustments we can make to assist you in your application or the selection process.

Please note – CV's without cover letters will not be accepted.