

Sport for Confidence – Administrator

Sport for Confidence CIC is a pioneering and award-winning Social Enterprise which has the strategic aim of addressing inequalities in sport and physical activity participation. Our vision is that *'Everyone Gets to Play'*.

Our specific aims are to:

- Make it easier for anybody irrespective of their background to take part in sport and physical activity in a leisure centre environment.
- Champion inclusive practice and help other organisations to improve their own practice in terms of supporting the least active in society to move more.
- Influence every Occupational Therapist in the country with the principles of practice from the Sport for Confidence way of working.

Leisure Centres are community assets that should be accessible to everyone, as a focal point of community-based engagement. In its simplest form, the existing Sport for Confidence CIC model is concerned with placing allied health professionals (AHPs) directly into leisure centre environments, with the overall aim of improving the experiences and opportunities for people facing barriers to participating in sport and physical activity. Making these reasonable adjustments helps to create inclusive sporting opportunities to people who face barriers to participation, including those with learning disabilities, mental health issues, people living with dementia, autism, physical impairment or disability, homelessness, and many other complex health needs.

Sport for Confidence has grown from 1 individual using sporting activities as part of Occupational Therapy assessment to becoming a model which has seen over 19,000 interactions over a 12-month period and been adopted in 10 leisure centres, across 8 local authorities in Greater Essex and 2 London boroughs. Each centre has their own health professional and coach in place working together to deliver the strategic outcomes and offer a programme of activities for absolutely anyone who may be facing barriers to accessing sport and physical activity opportunities.

Job Description:

We are currently looking for an Administrator to join our team and to work with the Operations Manager and Director, supporting them in their roles. We are looking for an enthusiastic and highly organised individual who shares the passion and vision of the team and who will support Sport for Confidence in achieving our aims and objectives.

Role and responsibilities:

- General administrative duties to support the Operations Manager and Director
- Manage correspondence, responding to general queries as appropriate
- Draft and/or format relevant documents such as funding bids to generate revenue for SFC, reports and presentations to external bodies
- Support meetings by organising, creating agendas, taking minutes when required
- Assist in planning and organising internal and external events
- Produce an Impact Report finalising the involvement
- Diary Management
- Support the SFC wider team with ad hoc tasks as and when required to do so

Skills and Experience:

- Experience of Microsoft Office including Word, Excel and PowerPoint
- Strong attention to detail and accuracy
- Ability to work without supervision, self-motivated and able to manage own time effectively
- Ability to organise others using a persistent and compelling approach when appropriate
- Proven ability to communicate effectively with a wide range of stakeholders
- Ability to handle confidential information
- Ideally previous experience of working with vulnerable groups in either a health, sport or leisure setting
- A passion for inclusive sport and physical activity in keeping with the aims and objectives of Sport for Confidence

Job Specifics

- **Contract:** Fixed Term contract of 12 months
- **Hours:** 2 days per week 9.00-5.00 - exact working days to be agreed
- **Location:** Remote working with occasional travel to SfC sites across Essex
- **Salary:** £7,280 per annum (£18,200 full time equivalent)
- **Holiday:** Pro rata 28 days annual leave (Full time equivalent including bank holidays)
- **Notice:** 1 month notice period from both parties
- All successful candidates will be required to undertake a basic DBS check prior to commencing employment.