



Recruitment Pack

Admin Assistant
November 2024

A vibrant, healthy and prosperous Yorkshire through everyone moving more



“

We know moving more, being active or taking part in sport can help people to improve their lives.”

Dear Candidate.

We are clear in our ambition for it to be easy and enjoyable for everyone in Yorkshire to be active. We know moving more, being active or taking part in sport can help people to improve their lives. Many people already benefit from being active but too many people also face challenges to build activity into their day to day lives.

Being active needs to be woven into the thinking, planning and delivery of many people in a huge range of organisations who help shape our lives on a daily basis.

We believe physical activity and sport has a big role to play in improving the physical and mental health of the region, supporting the economy, connecting communities and rebuilding a stronger society for all.

Across two city regions, nine districts and thousands of diverse communities, South Yorkshire and West Yorkshire is large. It is a mix of urban and rural locations, and dense in

population, with over 3.7 million residents.

We share a rich cultural mix with a range of different ethnic groups and unique and distinct communities with diverse and strong heritages and identities.

Our people and places matter to us – because we are passionate about Yorkshire and because we know that where we live influences how we live.

Thank you for showing an interest in this role.

Nigel Harrison
Chief Executive



About us

Yorkshire Sport Foundation is a high-performing Active Partnership and a National Lottery funded charity, supporting organisations across the nine districts of South Yorkshire and West Yorkshire. We want to make activity part of everyone's life.

We believe in the power of activity to change people's lives. Our vision is to create a vibrant, healthy and prosperous Yorkshire through sport and physical activity, supporting the work of local, regional and national organisations.

A quarter of us are inactive – as a charity we work closely with partners to help individuals and communities build healthy habits for life.

Our role is to connect, influence and provide support for sport and physical activity, increasing and improving the many ways people can take part and get active.

Connect:

We bring together hundreds of organisations and thousands of people who can make a difference in people's lives through movement, physical activity and sport.

Influence:

We know we need to influence the many to realise our vision – and this means building trusting relationships, a common purpose and shared values.

Support:

Our charitable status, Sport England Lottery funding and membership of the Active Partnership network enables us to invest through our partners and local communities as and where needed.



Find out more at www.yorkshiresport.org/about



Our values

The team is driven by our values which means that we behave and make decisions based on these shared values which hold true for us all.

They act as the 'golden thread' of our culture and are important to us as individuals, as a collective and they contribute to the ambitions we share.

Values are at the heart of how we connect, influence, and support; how we interact with each other, and how we work and make decisions together to achieve results.

They are the lifeblood of the company. Combined with our collective skills, experiences, objectives and strategy; they make us the successful group of people we are



Passion

Being enthusiastic and believing in what we are doing.



Fairness

Being fair and caring in our interactions with a focus on tackling inequalities.



Integrity

Being honest, dependable and doing what we've said we'll do.



Trust

We will be trustworthy and trust each other,



Learning

Being open to learning about ourselves and others and what we need to do to excel.



Teamwork

Together we will achieve.

Employee benefits

We offer:



27 days holiday

Rising to 30 days after three years (FTE) and 32 after five years. Opportunity to buy additional holiday.



Company sick pay

Full pay for varying periods of time, dependent upon length of service.



Commitment to diversity and inclusion

We have completed the Disability Confident self-assessment and are taking all the core actions to be a Disability Confident employer.



Group Personal Pension

Employer contribution of 6%



Internal and external learning and development opportunities

Plus regular reviews to support you.



Group Life Assurance

Four-times salary (subject to Insurance underwriting terms).



Flexible working

Including working from home.



Company maternity pay

Plus:



Tech and cycle schemes

Savings on purchases of computers and bikes, with payments to be made monthly through salary sacrifice



Paid time off for volunteering



Free eye tests



24/7 access to an Employee Assistance and GP Helpline for you and your family

What's it like to work here?



What our team say



This organisation is run on strong values and principles.



I am proud to work for this organisation.



This organisation is keen to help people from disadvantaged backgrounds.

“

There is a genuine sense of team, not just in professional conversations but also personal ones. There is care and interest between all staff. ”

“

Great team, fun people, willing to question and do things differently. Overall a fantastic place to work. ”



Our statement on diversity and inclusion

We include everyone, as we believe sport and physical activity is for everyone.

We are building a culture where difference is valued because we believe diversity drives empathy, a sense of belonging and innovation. We still have work to do, and we know a diverse team has a positive impact on everything we do, helping us better serve our communities and partners.

We are passionate about reducing inequalities in our communities and providing everyone with the opportunity to move more, be physically active or take part in sport.

Each of us contributes to this mission – we all have a role to play:

For some of us, it means finding the courage to stand up and speak out.

For others, it means listening with patience and empathy, ensuring everyone feels heard and valued.

For all of us, it means asking questions, challenging unfairness and appreciating one another's contributions to helping the people of South Yorkshire and West Yorkshire lead healthy, active lives.



Our statement on climate change and sustainability

We recognise that climate change and people's health and wellbeing are closely connected; research shows us that global changes in our environment can have a substantial impact on people's ability to lead healthy active daily lives - with the most vulnerable in our communities particularly being most adversely affected.

In our role at Yorkshire Sport Foundation, we aim to promote and develop movement, physical activity and sport through our work with partners, in ways that support the wider sustainability agenda.

We know, for example, encouraging people to walk and cycle rather than use motorised transport, to eat healthier using locally produced foodstuffs and to use our open, green spaces are clear examples of ways we can support which will bring both health benefits and reduce climate impact.

We have a way to go in further understanding and defining our role, ambitions and actions regarding climate change yet firmly commit today to these two principles in all our work:

- To manage our organisational activities in an environmentally sustainable way.
- To advocate with partners the value of movement, physical activity and sport in creating a more sustainable world.



Admin Assistant



£24,675 p.a. - £26,775 p.a. FTE (£10,003 p.a. - £10,854 p.a. for 15 hours)
plus travel expenses, pension contributions and benefits

The role

Are you an organised person who enjoys developing effective admin support processes to ensure our office and the work of our teams runs smoothly?

We are looking to recruit an organised and friendly admin assistant to work on a part-time basis for 15 hours per week (working pattern to be discussed). We are looking for an enthusiastic multitasker, who is highly skilled and proficient in the use of Office 365, Outlook Excel & Word.

The successful candidate will be a solution-focused member of the team and be able to prioritise competing deadlines in a professional manner.

You will join an experienced team at Yorkshire Sport Foundation that is committed to delivering our vision of a vibrant, healthy and prosperous Yorkshire through people moving more. We are proud of our working culture, strong teamwork and values which are at the heart of everything we do.

We'd love to hear from you if you have the skills and abilities described in the Job description.



Applications close
**Thursday 5
December at
1pm**



Apply online here:

Job Description

Post Title: Admin Assistant

Reports to: Finance Manager

Hours of work: 15 hours per week (flexible working encouraged)

Location: The main headquarters of Yorkshire Sport Foundation (YSF) is at Morley (Leeds). The place of work will be Morley although there may be occasional travel around the geographical area and also the possibility of some homeworking. You will be expected to adopt a flexible approach to your work.

Closing date: 1pm Thursday 5 December 2024

Why this role matters

We are clear in our ambition for it to be easy and enjoyable for everyone in Yorkshire to be active. The Admin Assistant role is vital in ensuring that our team is supported to achieve this ambition.

You will work with a wide range of internal and external colleagues to bring effective administrative support to our team and networks supported by YSF. Your work will be with internal and external groups across the whole of South Yorkshire and West Yorkshire.

What you will be doing

General Administration

- Help support with various events that take place throughout the year including bookings, responding to queries and preparing stationery and materials for the event etc.
- Admin support to arrange internal and external meetings including arranging facilities, refreshments, suitable dates for attendees, notes from meetings and any other meeting related support.

- Administer the room bookings for Yorkshire Sport Foundation in the Morley office.
- Ensuring incoming emails received into general inboxes are forwarded to the relevant colleague.
- Support with job recruitment administration as required.
- Prioritise and complete a variety of admin tasks to support our business functions and office processes
- Any other admin tasks to help with the smooth running of the office and our administrative activities.

Additional responsibilities

- Work flexibly to respond to changing organisational requirements and carry out any other duties which may arise from time to time
- Follow policies and procedures in relation to other matters e.g. Health and Safety, Safeguarding, GDPR, Financial procedures.

The skills and abilities you will need

Skills and abilities:

- The ability to collaborate with, support and develop efficient admin processes for a wide range of internal and external customers. Essential criteria.
- Strong organisational skills with the ability to multi-task. Essential criteria.
- The ability to use computer packages such Office 365 (word, excel, outlook) Essential criteria.
- Excellent attention to detail
- Excellent communication skills – written and verbal
- Excellent time management skills and the ability to organise own work
- Meeting/event coordination skills would be helpful but not essential.

Other:

- The ability to travel and work outside of normal office hours on occasions if required.
- Display personal behaviours that align with our shared company values.

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each of the requirements in the Person Specification on your application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs to do this.



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Registered charity in England and Wales: 1143654

