

Business Support Officer

Supporting the West and the Mid Wales Sports Partnerships

Candidate Information Pack



**MID WALES
SPORTS
PARTNERSHIP**

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CHWARAEON
CANOLBARTH CYMRU**

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The Business Support Officer

We are looking for a highly organised individual with strong business and financial administration skills, and excellent communication abilities to work across two sports partnerships.

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This position is shared between two organisations: West Wales Sports Partnership Ltd (WWSP) and the Mid Wales Sports Partnership Ltd (MWSP). The post will report directly to the Chief Executive Officer of the West Wales Sports Partnership, with additional oversight from the Regional Director of the Mid Wales Sports Partnership.

As the Business Support Officer, you will coordinate business planning, reporting and assurance, financial management, and information processing and data management. This role also includes executive administration support, marketing, communications, event and engagement support, including data and insight analysis.

This role offers a dynamic work environment with opportunities for personal development and a unique opportunity to contribute to the strategic goals of both organisations.



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Duties and Responsibilities



Qualities:

- Assist in maintaining and developing office systems including financial, data and customer management to ensure smooth operations. Support the executive team by collecting, processing and analysing data to inform business decisions and generate reports that guide strategic direction.
- Administer the finance and budgeting using the company's online systems. Handle accounts receivable and payables, issue invoices, perform bank reconciliations, support in the preparation of financial reports, and liaise with bookkeepers to assist in coordination with auditors, accountants, and tax agencies. Oversee monthly payroll, expenses, and pensions processes through third-party services.
- Provide Executive support for the overall management and controls in the both organisations relating to investment partners and grant funding, offer letters and transactional duties in relation to grant/investment claims.
- Provide administration support to the Executive Teams for the delivery of the organisations strategic plans.
- Schedule, coordinate and support Board/sub-committees/staff meetings and events including accommodation and catering requirements.
- Coordinate office tasks, including: maintaining policies and procedures, overseeing internal and external communications, coordinating travel arrangements and itineraries, planning, and organising internal and external meetings and events.
- Build and maintain trusted relationships with a wide range of internal and external stakeholders including colleagues, board members, partners, national organisations, government agencies and prospective business and investment partners.
- Support the Executive teams with all aspects of the organisations HR requirements, planning and recruitment.
- Work with the Executive teams to support with the development and implementation of branding, marketing strategies, campaigns and programmes.
- Coordinate and administer multimedia communications, including company email addresses, social media, newsletters, webpages and press releases.

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Duties and Responsibilities



Expectations:

- Take responsibility for your own professional self-development.
- Ensure compliance with Workplace Health and Safety rules in accordance with the responsibilities set out in the Health and Safety at Work Act 1974.
- Operate within the organisational policies regarding equal opportunity and equality. With a strong personal commitment to equality, diversity and inclusion.
- You will manage information in accordance with the organisational information management standards and guidelines. Ensuring that personal information is handled in compliance with Data Protection legislation.
- Undertake any other equivalent and reasonable duty consistent with the salary level and responsibility of the post.
- You must report any concerns or suspicions that a child or vulnerable adult is being abused.
- Special Circumstances: Note that the role will include some unsocial hours and a need to travel from time to time.
- The aim of this job specification is to give guidelines on your role. The accountabilities may change in line with the needs of the business, in which case you will be advised by your line manager.

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Personal Specification

Factor	Requirements	Essential	Desirable
Skills & Abilities	Excellent oral and written communication skills	E	
	Strong interpersonal skills	E	
	Strong evidence, data, and insight analysis skills		D
	Highly organised with strong attention to detail	E	
	Financial management and/or processing		D
	Ability to co-ordinate agencies to work together to share best practice effectively	E	
	Ability to demonstrate an innovative approach	E	
	The ability to work effectively to challenging timescales and strict deadlines	E	
	A positive and constructive approach to identifying and overcoming barriers	E	
	Ability to work within and contribute to a team and individually	E	
	A confident, analytical, flexible, innovative, and creative person	E	
	The ability to work under pressure with good organisational skills to manage workload effectively	E	
	Ability to make full use of IT systems and digital platforms	E	
	Be able to interpret reports and disseminate information clearly to a wide and diverse audience		D
	Proficiency in office software (e.g., Microsoft Office Suite)	E	
Basic IT troubleshooting skills		D	

Person Specification

Qualifications & Experience	Professional Degree/Qualification and/or equivalent relevant experience in a business workplace setting	E	
	Project/programme management qualification		D
	Experience of success in multi-agency working and/or complex organisations		D
	Experience of supporting at a strategic level either within one area or across a range of areas		D
	Experience of managing and evaluating projects/complex programmes effectively		D
	Experience of working with individuals at a senior level within various organisations	E	
	Experience of influencing organisations, stimulating partners to innovate, and proactively leading on sharing good practice	E	
	Experience of supporting and implementing the change management effectively		D
	Experience of preparing and co-ordinating reports to relevant boards/forums/panels	E	
Knowledge	An understanding of the sport, physical activity, health, and well-being context		D
	An understanding of the work of public sector bodies in Wales		D
	Understanding of office policies and procedures	E	
Development	Evidence of continuous personal development		D
Language	The ability to communicate in Welsh is desirable: It is essential that Welsh Culture and Language is valued and respected		D
Other	Driving license and the use of a vehicle	E	

Further Information And Recruitment Process



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Remuneration:

The Business Development Officer salary is £26,000 - £29,000 (Pro Rata) negotiable dependent upon experience, plus pension package.

Hours:

Part Time post, 30 hours per week, flexible working hours within core periods. There is an expectation that the Business Support Officer might need to attend events/meetings outside of core periods.

Location:

The post holder will adopt an agile and hybrid working arrangement in line with the needs of the business; between home, in the field and at designated fixed office bases.

How to apply:

Application Deadline: Tuesday 26th November

If you are an experienced business support administrator looking for an exciting new challenge we would love to hear from you.

As part of your application, please submit the following:

- Your current CV detailing your professional experience, educational background and any other relevant information that supports your application.
- A letter (no more than 2 pages of A4), highlighting your suitability for the role referencing the requirements found in the person specification.

Both your CV and letter of application should be emailed to us at info@wwsp.wales Please use the subject line:

Business Support Officer Application - **[Your Full Name]**

Interviews will be held between the **4th and 6th December**

Inquiries and Further Information

For further details about the role or to discuss your application, please contact the team via email at info@wwsp.wales

Privacy Notice

By submitting your application, you agree to West Wales Sports Partnership processing your personal data for recruitment processes.

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