

Business Operations Lead

Job Description & Person Specification

This is a fantastic opportunity to join a motivated team who are driven to make a difference to the health of the Lincolnshire community.

The Active Lincolnshire's Business Operations Lead is an essential role within our charity team. Leading the business support functions, the implementation of governance and compliance including the Code of Sports Governance and acting as secretary to the Board of Trustees.

The purpose of the role is to ensure effective governance and business administration across the organisation through ensuring the highest standards of policies and procedures are developed and implemented, contributing to our vision of enabling more people to be more active more often.

The post holder will be an excellent administrator with impeccable attention to detail, ability to learn and maintain up to date knowledge of charity and governance matters, along with strong IT, systems and database skills.

Having an ability to work collaboratively, support an enablement culture to upskill and inform others, along with personal drive to develop and improve and maintain processes is essential.

About Active Lincolnshire

Active Lincolnshire is a charity and one of the national network of Active Partnerships supported by Sport England to lead the local implementation of the national 'Uniting the Movement' strategy which we do through 'Let's Move Lincolnshire' the countywide strategy for physical activity.

It is our aim that everyone in Lincolnshire has options and opportunities to be active every day. We are particularly focussed on increasing physical activity levels and using the positive power of sport and physical activity to tackle inequalities. Lincolnshire as a county has high levels of inactivity, exacerbating other challenges including long-term health conditions - further impacted by gaps in the provision of relevant and accessible opportunities to be active.

Tackling the challenge of inactivity requires us to be working at system level with a wide and complex network of partners and stakeholders and understanding people in our communities.

Anyone joining the Active Lincolnshire team must demonstrably uphold our values of integrity, collaboration, inclusivity, innovation and learning and our commitment to equality, diversity and inclusion and tackling inequalities. Given the nature of the role, an utmost ability to maintain and respect confidentiality is crucial.

How we behave and our ways of working are important to success – specifically the post holder will need to be committed to being a team player, having empathy, a growth mindset and understanding other perspectives.

The Business Operations Lead will:

1. Ensure good compliance and governance

- Creating, implementing and reviewing policies in accordance with the Code of Sports Governance, and the Charities commission
- Support the organisation to operationalise policies and procedures
- Review, update and maintain the organisation's policies and handbooks, ensuring these are available to staff and other stakeholders, as required and are updated and approved as per the schedule
- Ensure our commitment to inclusion and diversity is embedded in all policies and procedures and that our policies are enabling and promoting a culture of inclusion
- Ensure our commitment to the environment is considered in all our policies, decisions and ways of working
- Lead on data protection and cyber security and be the data controller for the organisation
- Accountable for ensuring that policies relating to the ordering and purchasing of suppliers, and goods and services are adhered to. This includes monitoring the operation of the contracts for goods and services, ensuring value for money and preparing reports in relation to procurement activities, as and when required.
- Maintain contracts for services for all insurances, annual maintenance and servicing contracts, ensuring best value principles. This includes liaison with relevant staff, contractors, suppliers etc.

2. Lead our administrative support

- Provide secretariat to the Board of Trustees and administrative support to the Chair and Board
- Manage all Board correspondence including issuing Board papers and minutes /actions in a timely and accurate manner
- Maintain up to date Board skills matrix, development plan and training record
- Provide the CEO and Senior Leadership Team with business administration duties as and when required.
- Provide all necessary business functions to ensure effective and efficient day to day running of the office.

3. Develop, enable and improve

- Take a pro-active approach in the developing operations to improve processes and development of teams' operational ability.
- Develop and maintain the good governance of the charity
- Review business and office support contracts (e.g. leases, utility bills) to ensure best value for money and a high level of service and delivery.
- Provide support and guidance to colleagues on a range of business matters, ensuring the organisation operates up to date procedures based on relevant legislation and best practice.

4. Support our operational management

- Logistical management of our IT equipment, procedures and training to function effectively, securely and proportionally
- Be the gatekeeper of the IT and Asset Register
- First line support with company IT needs
- Liaise with external IT providers on system and application developments
- Data Officer / Controller for the organisation.
- Support the organisation's business functions, providing assistance in general operational matters.

5. Deliver Human Resources support

- Provide HR support including the recruitment and induction processes (External HR support is accessed when required).
- Ensuring that the organisation regularly reviews its employee related policies, procedures and staff benefits and responsibility for maintaining personnel records.
- Maintain the organisational training records, seeking training providers and supporting the ongoing professional development of the companies' employees.

6. Finance Function Support

- Administering the approved process for purchase orders and financial reconciliations
- Supporting the proactive process of budget reviews with the Finance Manager
- Collating documentation to support grant applications
- Lead on the development of a companywide preferred supplier process in alignment with the company requirements
- Support the financial administration for the organisation with regular budget and financial reconciliations.

Person Specification

About You

The successful candidate will:

- Possess exceptional organisational skills and be highly efficient
- Have excellent attention to detail and a meticulous approach to administration, planning and organisational tasks
- Have experience of working under pressure and to deadlines
- Have experience of providing administrative support for Boards / senior teams.
- Have an understanding of Data Protection legislation
- Have a basic understanding of employment practices and related policies
- Have knowledge of health and safety protocols
- Understanding of good governance, charities commission
- Have the ability to work as part of a team and on own initiative
- Experience of creating, embedding, reviewing organisational processes and procedures
- Effectively lead and work as a member of a team, participate in meetings and negotiate as necessary
- Support and develop the work of others with regards to governance

- Set high standards and take responsibility for own and others professional development
- Liaise effectively with other organisations and agencies
- Develop, maintain and use an effective network of contacts, seeking advice and support when necessary
- Problem solving capabilities and adaptability to the needs of the organisation
- Excellent communication skills including presentation skills, writing strategic papers and reports
- Ability to build and develop relationships creating trusted partnerships and meaningful relationships with a variety of stakeholders
- Experience of working as a Company Secretary
- Knowledge of legislation relating to charities

Qualifications and qualities

We're more interested in your approach, personal and professional experiences and your attitude than formal qualifications; however, an excellent standard of written and spoken English is essential for this role. You must be passionate about the positive power of sport and physical activity.

What matters to us is that we have talented, enthusiastic and experienced professionals working with us who can help deliver our vision. You don't have to be sporty to work at Active Lincolnshire, but you must be passionate about people and the positive power sport and physical activity can have on people's lives. We're more interested in your experience and attitude than formal qualifications.

Inclusive application process

We operate an inclusive, equitable and transparent recruitment and assessment process, underpinned by an organisational commitment to equality and diversity. We actively encourage applications from candidates from diverse backgrounds who can bring an array of skills and experience to our organisation. We're committed to making sure every applicant is assessed solely on merit and relevant experience to do the job.

As an employer, we actively seek to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities. We can only do this by ensuring that the people who work for us are the best they can be irrespective of age, gender, sexuality, ethnicity, disability, marital status, religion or belief.

We value the ideas and contributions from everybody and welcome and support difference. Our aim is to make sure that equality, diversity and inclusion run through everything we do as an employer.

We encourage applications from people with disabilities, and guarantee interviews for applicants with disabilities that meet the requirement of the role as part of our commitment to the Disability Confident Scheme.

To apply for the role, please:

- Complete an application form ensuring you provide examples and evidence as to your relevant skills and capabilities and how you meet the person specification for the role.
- Complete an EDI monitoring form (optional) to help us understand the demographics of people applying to work at Active Lincolnshire
- Email your completed application and EDI monitoring form (optional) to Amy@AppointConsulting.co.uk

To arrange an informal conversation with the Director of Business Operations and Engagement in advance of submitting your application, contact Clare Williams Clare.Williams@ActiveLincolnshire.com

Timescales

Deadline for applications is end of **Friday 3rd January 2025**

Interviews will be held at the Active Lincolnshire office in Lincoln on Week commencing **Monday 20th January 2025**

Role details and reward package

Place of work	Flexible working between office (Lincoln) and the option to work from home
Contract	Permanent
Hours	37 hours per week
Benefits	<ul style="list-style-type: none"> • 25 days annual leave, plus all bank holidays and 3 days at Christmas (c. Total 36 days per annum). • 'Celebration day'; additional day for an occasion / birthday / event (subject to annual review) • Westfield Health private healthcare scheme • Free 'Active Nation' Gym Membership • Cycle to work scheme • Active Hour (an hour each week for physical activity) • Flexible working approach • Team away days • Personal development and training opportunities • Employer contribution pension scheme • Employee wellbeing policy • Contribution to making a difference to the lives of people in Lincolnshire • £22,000 - £26,000 per annum depending on skills and experience
Reporting to	Director of Business Operations and Engagement
Responsible for	No direct reports
Closing date	Friday 3rd January 2025