



Job Description

Post Title

Business Support Assistant (Fixed-term for one year to 20 January 2020)

Department/Location

The Huddersfield Town Foundation, Leeds Road Sports Complex

Reports to

Head of Business Support

Purpose of the Role:

To provide a comprehensive and robust business support service to the Head of Business Support, Foundation Senior Leadership Team and Foundation as a whole.

Functional Links

Internal:

- Huddersfield Town Foundation Chief Executive Officer
- Head of Business Support
- Senior Leadership Team
- Board of Trustees
- Foundation staff
- Human Resources Manager
- Huddersfield Town AFC staff and managers

External:

- Partners
- Funding bodies/organisations
- Suppliers
- Schools
- Community groups
- Session participants

Critical Success Factors:

- Contribution to the improvement of the Foundation's operational health
- Contribution to the improvement of organisational culture
- Contribution to the improvement of organisational compliance
- Contribution to improvement of the resilience of the Foundation by minimising risk



THE TERRIERS

The John Smith's Stadium, Stadium Way, Huddersfield, HD1 6PX / Telephone: 01484 960 600 / htafoundation.com
Twitter: @htafcdotcom / Facebook: [htafcdotcom](https://www.facebook.com/htafcdotcom) / Company Number: 1771361

Role Specific Responsibilities

The post holder will be required to:

- Assist with 'front of house' duties including: welcoming guests/visitors; answering telephone calls and taking accurate messages;
- Take documents to and from the John Smith's Stadium;
- Take minutes of meetings and service meetings as required, for example, by arranging refreshments;
- Book travel and accommodation as required;
- Book meeting and training rooms as required;
- Collect and distribute post;
- Liaise with the IT department to report any issues with IT equipment or telephones;
- Liaise with the Facilities team to report any issues, including identifying timescales for any necessary repairs and/or changes;
- Order stationery;
- Ensure that Company policies and procedures are adhered to, and reporting any actual or suspected breaches to the appropriate member of staff;
- Assist with HR processes including filing, scanning documents, photocopying and obtaining employment references;
- Update the Human Resources Manager on information pertaining to new employees and leavers;
- Assist with the administration of Health and Safety processes;
- Assist with the preparation of Service Level Agreements (SLAs), 'Check and Challenge' tools, and risk assessments;
- Draft correspondence as required, for example, emails, letters, reports etc.;



- Assist with any ad hoc projects under the direction of the Head of Business Support and wider Foundation Senior Leadership Team. This may include: conducting research; compiling presentations; inputting data to Views or other systems; proofreading, and any other duties as required, commensurate with the level of the post.

Behaviour/Conduct

The post holder will be required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be flexible to fit the development and growth of the organisation;
- Be flexible in hours of work;
- Be trustworthy and adhere to the Foundation's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and
- Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

The Huddersfield Town Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The role of Business Support Assistant will be assessed to establish the level of supervision of and work with children and young people or vulnerable adults; therefore, the post holder may require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS), which will be communicated at the appropriate time.

As such, this post may be exempt from the Rehabilitation of Offenders Act (1974) and applicants must disclose all previous cautions/convictions/warnings including spent convictions.



The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

Equality, Diversity and Inclusion

The Huddersfield Town Foundation and Huddersfield Town AFC are diverse organisations that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Foundation/Club and to be able to achieve their full potential. The Huddersfield Town foundation and HTAFC have a zero-tolerance approach to any form of discrimination and commit themselves to the redress of any inequalities by taking positive action where appropriate.

Accepted by:

Name (Printed)

Name (Signed)

Date



Person Specification

Post Title

Business Support Assistant (Fixed-term for one year to 20 January 2020)

Area of Expertise	Essential	Desirable
Experience		<ul style="list-style-type: none"> • A minimum of one year's previous experience in a commercial and/or HR administration role/environment. • Previous experience in a sport environment.
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs at Grades A* to C (or levels 9 to 5), including English and Maths. 	<ul style="list-style-type: none"> • An Honours Degree or equivalent level qualification in Business Administration or a closely related subject.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Excellent IT skills including working knowledge of Microsoft Office. • Working knowledge of database systems. • Excellent communication skills, both written and verbal. • Ability to work on own initiative and with minimal supervision. • Ability to take instruction from others. • Commitment and ability to adhere to the Company's policies and procedures. • Awareness of Health and Safety legislation and its practical application. 	



Area of Expertise	Essential	Desirable
Additional Requirements	<ul style="list-style-type: none">• Suitable to work in an environment in which there will be contact with children and young/vulnerable adults.• Commitment to equality and diversity initiatives, and anti-discriminatory practice.	<ul style="list-style-type: none">• Flexible approach to work and working hours, to fulfil the requirements of the role.

