



TIGERS TRUST
IN THE COMMUNITY

Role Title:	Business & Programme Administrator	Department/Team:	Corporate / Programme
Reports to (Managers Title):	Head of Programmes		
Location:	Tigers Trust Arena		
Last update (date):	February 2024	Role Type:	Full-time (37.5 hours per week)

A LITTLE ABOUT THE TRUST:

The Tigers Sport and Education Trust reached its milestone of 30 years amidst the pandemic and continues to grow and support communities across Hull and East Yorkshire with a variety of delivery programmes related to improving the health and wellbeing of our communities through sport, physical activity and education. The Trust is a separate charity operating as the affiliated community arm of Hull City and is based at the Tigers Trust Arena on West Park, Hull. We support 30,000+ people in our communities each and every year, using the power of the Hull City badge to reach out and offer support beyond the 90 minutes on the football pitch.

We are proud of our ability to be creative and innovative in order to adapt to an ever changing operating landscape. We are governed by a Board of Trustees to deliver our key objectives and managed by a CEO and Senior Team to deliver our key strategic priorities:

1. Inspiring Communities
2. Improving Health and Wellbeing
3. Creating Pathways to Employment and Education Opportunities
4. Connecting with Key Stakeholders and Collaborators
5. Sustainable and Viable Operations
6. Building Capacity

PURPOSE OF THE ROLE:

As part of the Trust's commitment to transparency, accountability, and effective resource management; we are seeking a skilled Business and Programme Administrator to support with the administration of funding contracts, HR administrative tasks, and oversee the financial claim processes. This position is perfect for someone who is keen to help make a difference and enjoys working in a dynamic environment.

The successful candidate will be responsible for effective administrative duties across the programmes and central functions of the Trust, to support the delivery of the Trust's Vision to create inspired and integrated communities, living active, healthy and happy lives.

If you are interested, please submit a CV and cover letter to jobs@tigerstrust.co.uk, please include 'Business and Programmes Administrator Application' in the subject line.

After reading this information, if you would like to arrange an informal call to discuss further before applying, please email: gemma.hare@tigerstrust.co.uk who will arrange a mutually suitable time for an 'in confidence' call with the team.



The role fits in the organisation here:



Key accountabilities of the role:

The Business and Programme Administrator will play a crucial role in ensuring the smooth operation of the Trust, with a focus on managing funding contract processes, supporting HR functions, and assisting with financial administration as required. This multifaceted position requires a detail-oriented individual with excellent organisational, communication, and interpersonal skills.

Funding Contract Management:

- Administer and monitor funding contracts, ensuring compliance with terms and conditions
- Coordinate with programme leads to track programme and project budgets and administer reporting requirements
- Maintain accurate records of funding sources, allocations and expenditures
- Prepare and submit funding claims for funders and partners as required

Human Resources Support:

- Assist with recruitment administrative processes EG. interview co-ordination; correspondence; references
- Facilitate employee onboarding and team inductions
- Effectively organise and manage personnel record keeping and ensuring compliance with HR policies and regulations

Financial Administration:

- Assist programme team with budget preparation and monitoring processes, working closely to support the finance team
- Process invoices, expenses and reimbursements for programmes in a timely manner
- Reconcile financial records and statements in relation to grant funding and claims processes, identifying discrepancies and ensuring accuracy
- Support financial reporting requirements including generating financial reports and statements as required

General Administrative Support:

- Provide general administration to the Trust, including answering phones, responding to the office email account and managing calendars
- Assist with organising meetings, preparing agendas, and taking minutes when required
- Assist with planning for Trust match day activities
- Handle other duties and projects as directed by the management

Key Relationships of the role:

- Head of Programmes
- Senior Management Team

Pay and Contract Terms:

£23,500
37.5 hours per week
Initial probationary period of three months
Potential Start Date: *as soon as possible*

Direct Reports:

N/A

Benefits:

- 20 days annual leave plus 8 bank/public holidays
- Three discretionary, non-contractual days on completion of probation for festive preparation



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- Your birthday off on completion of 6 months at the Trust
- Flexible working
- Company pension scheme (commences on completion of probation)
- Performance reviews and associated objectives
- Training and development opportunities
- Staff social events and activities
- Equipment such as laptop, mobile phone, and branded clothing
- Access to tickets to home Hull City AFC league fixtures and discount in the Club shop
- Free car parking and tea and coffee in the offices
- Support for health and wellbeing, including access to occupational health support and confidential counselling through our Health Shield programme following completion of 6 months employment which includes a Healthcare Cash Plan and My Wellness Benefits
- Inclusive and welcoming environment where equality, diversity, and inclusion priorities are embedded throughout the Trust
- Free physical activity and sports sessions

PERSON SPECIFICATION

Core Competencies:

- **Communications** – effective communication and interpersonal skills in different settings, both written and verbal
- **Team** – ability to work effectively both independently and as part of a team
- **Continuous Improvement** – identifies and creates ways to continually improve administration processes
- **Thinks Creatively** – ability to demonstrate initiative
- **Positive Attitude** – demonstrates a positive attitude towards all tasks, colleagues and work environment
- **Timekeeping** – reliable with ability to work flexibly and effectively deliver to competing deadlines
- **Discretion** – ability to appreciate need across all administrative duties EG. Handling sensitive personal information
- **Establish Trust** – ability to honor commitments/promises made to internal and external stakeholders
- **Meets Stakeholder Needs** – continually searches for ways to improve service and work area; seeks and acts upon feedback; develops knowledge of the area of work
- **Impact** – must have a positive attitude to administrative duties to effectively achieve desired outcomes with appropriate authority
- **Financial literacy** – strong understanding of financial principles and budget management
- **Accuracy** – high level of attention to detail and accuracy
- **Organisational skills** – excellent organisational skills with the ability to prioritise tasks and manage multiple deadlines

Personal Qualities and Experience:

Essential:

- Have a clear understanding of what is required to achieve effective administrative objectives
- Possess a sound understanding of safeguarding
- Understand the importance of robust and thorough claims, monitoring and evaluation processes are in place, including contributing to an evidence base to demonstrate wider impact of investment



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- Ability to work as part of a team and independently
- Empathy for the social issues facing participants of the Trust's work
- Excellent written and verbal communications.
- Excellent time management and an ability to prioritise key tasks under pressure.
- Strong administrative and IT Skills, in particular Microsoft office, google packages and databases
- Show an understanding of and a commitment to equality and diversity
- Willing to work cooperatively and flexibly
- Experience of working to company policies and procedures
- Ability to listen and stay calm under pressure

Qualifications/Training:

Essential:

- Bachelors degree or higher level Apprenticeship in Business Administration, Finance, HR or related field
OR 3 years proven experience in business administration or related field
- Proficiency in Microsoft Office Suite and experience with data base management software
- Suitable to work in an environment with children and young/vulnerable adults e.g. evidenced by a satisfactory DBS Disclosure
- Full driver's licence

Desirable:

- Safeguarding Training

Tigers Trust Vision & Mission:

Inspired and integrated communities, living active, healthy and happy lives

We dare to inspire, engage, and improve our communities, through sport, active participation and education; providing opportunities and removing barriers; supporting and raising aspirations and helping people to lead healthy and happy lives because we care and because we can.

Core Values and Objectives:

Our Core Values:

- Fun
- Ambitious
- Inspiring
- Respectful
- Passionate
- Inclusive

Our Key Objectives:

1. Inspire Communities- working to 'inspire' and raise the aspirations of our local communities through an inclusive and quality offer of sport and education activities and provision.
2. Improve Health and Well Being-improving the health and well-being of our local communities through activities which promote safe, healthy and happy lifestyles.
3. Create Pathways to Education & Employment Opportunities- creating the opportunity to raise educational attainment and promote a value of lifelong learning, whilst increasing access to the 'world of work' through promoting opportunities to interact with employers and entrepreneurs.



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4. Connect and Collaborate with Key Stakeholders- maximising impact and resources by delivering together for the benefit of the local communities.
5. Sustainable- Operate a financially sustainable and viable charity, working effectively with our Club, growing income and building strategic partnerships.
6. Build Capacity- of our charity through excellent governance, quality management and an effective integrated delivery structure.

Manager Sign Off:		Date:	
Employee Sign Off:		Date:	

Safeguarding Statement

Tigers Trust is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Tigers Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

You may be expected to conduct yourself in other ways and undertake different duties which are is not limited and may be reasonably modified as necessary to meet the needs of the business.