



Job Description: Office Administrator / Researcher – The Sport, Leisure and Culture Consultancy Ltd

An Office Administrator / Researcher is needed to support a small and friendly consultancy team based in Haywards Heath. The candidate will be provided opportunities to advance through the consultancy structure, if they demonstrate an aptitude and willingness to progress and learn new skills.

This role will combine office administration and diary management support for senior staff with general research and project support for the wider team in a full time role (40 hrs per week). Applications for the office administrator post only (16 hours a week, spread over c. 4 days) will also be considered.

Successful candidate will be highly organised, friendly and with a good telephone manner, and be willing to undertake a variety of tasks as required. An ability to work independently and to manage your own tasks and priorities effectively is important.

Experience in an administrative / organisational / research role is required; experience in a personal assistant role or similar is preferred. Details of the main duties and responsibilities of each aspect of the role are provided in further detail below.

Candidates should provide a 1 – 2 page ‘Why me?’ letter in addition to their CV, which sets out:

1. Your interest in the position
2. What experience or skills you believe make you suited to the role
3. An example of
 - a. when you have worked well under pressure
 - b. how you have reacted positively to negative feedback / criticism.

Applications without a cover letter will not be considered.

Salary Range - £18,000 - £23,000 per annum

Essential Requirements

- Degree or equivalent professional qualifications
- Strong Microsoft Excel modelling skills
- Ability to identify trends and key messages in wide range of data to support projects
- High levels of literacy and numeracy
- Strong interpersonal skills
- An engaging style of communication with the ability to work effectively with groups and individuals
- Completer / finisher with high levels of written accuracy
- Able to remain calm and effective in all situations
- Highly competent with Microsoft Word and PowerPoints

Desirable Skills & Competencies

- Relevant work experience



- Personal assistant experience (or similar – i.e. diary management, travel arrangements etc.)
- Background in sport, leisure and / or culture
- Business analysis
- Project management
- Development of market research solutions
- Administrative experience.

Organisation fit

- Confident and engaging communicator
- Clarity of thought with an inclusive style of working with and alongside others
- A demonstrated commitment to personal and professional development
- Self-motivated with commitment to quality
- Flexible.

Flexible working

A degree of flexible working can be permitted for this role as appropriate and as agreed with the Business Manager and Managing Director.

SLC is an equal opportunities employer.

Detailed responsibilities – Office Administrator

Core task: Invoicing

1. To draft project invoices for issue at the end of each month
2. To collect and record monthly project expenses (including mileage expenses) to be invoiced to clients
3. To liaise with business manager to confirm final invoice amounts at the end of each month prior to issue
4. To finalise and issue project invoices at the end of each month
5. To log the issue of invoices in the appropriate documentation – namely business update and Project Management forms – in compliance with ISO procedures
6. To track the payment of issued invoices and maintain invoice files appropriately

Core task: Project Updates

7. To prepare a draft project update form for each project for completion by project managers – to include the completion of as many details as is reasonably feasible
8. To maintain project update files for each project appropriately in compliance with ISO procedures
9. To advise project managers that draft project update forms have been prepared and advise them of the need to complete and issue the forms to clients



10. To advise project managers of the need to also update Project Monitoring resource plans for their projects
11. To liaise with project managers to track the issue of project updates to clients and record this in the appropriate documentation namely business update and, particularly, Project Management forms

Core task: Diary and Travel Management

12. To provide PA and secretarial support to the team
13. Diary management
14. Travel management

General support – as availability allows

15. To support the business manager in all back office functions as availability allows:
 - Stock ordering
 - Filing
 - ISO9001:2008 compliance support
 - Monitoring and updating SLC's website
 - Monitoring and updating SLC's LinkedIn™ page
 - Month end accounts support.
16. To undertake research and business development support
17. To prepare and issue project feedback forms
18. To arrange and administrate recruitment tasks and online test etc.

Detailed responsibilities – Researcher

1. To provide research, business analysis, report writing, presentation development, bid support and administrative support.
2. To support SLC Consultants and Directors in their business development and project work.
3. To operate and maintain the SLC website, blog and LinkedIn™ forums.
4. To project manage SLC business bulletins.
5. To develop and maintain SLC contact and contract databases.
6. To develop press releases, case studies and SLC business development collateral.

Main Duties

- Project Support
- Data analysis
- Research and Policy Development
- Consultation
- Report / presentation development
- Administrative support.



STRATEGY
FEASIBILITY
PROCUREMENT