



RECRUITMENT PACK

**OPERATIONS & MARKETING
CO-ORDINATOR**

CHARITY NUMBER: 1175899

THANK YOU FOR YOUR INTEREST IN THIS ROLE.
ENCLOSED WITHIN THIS PACK IS ALL OF THE
INFORMATION REQUIRED TO ASSIST YOU IN YOUR
APPLICATION.

WHO WE ARE

Move More is an innovative, vibrant organisation; we pride ourselves on being able to make a positive difference to the lives of children and their families through sport and physical activity.

Originally a School Sport Network, we have an established understanding of the impact sport and physical activity can have on young people. Now, as an independent charity we remain committed to supporting primary, secondary and special schools whilst extending our reach into the community.

OUR VALUES

Innovative – We are creative, forward-thinking and not afraid to try something new

Open – We foster a culture that is inclusive and welcome new partnerships

Quality – We are committed to achieving positive outcomes and impact for children

Responsive - We listen and make changes based on need and insight

Fun – We enjoy what we do and ensure we create a positive, happy experience for everyone

WHY WORK WITH US

At Move More we have a real team ethos. The skill set of each member of staff is greatly valued and everyone has the opportunity to contribute to the development of the charity.

We are looking for an individual who is experienced in office management as well as internal and external marketing functions. You should be prepared to work collaboratively across the entire Move More team and be ready to make a positive impact.

We can provide you with an exciting opportunity in which you will be able to share your expertise with others to streamline existing processes across the charity, whilst also supporting the provision of fun, engaging physical activity opportunities for children.

JOB INFORMATION

Post: Operations & Marketing Co-ordinator.

Salary: £21,268-27,688 (pro rata example 20hrs: £11,342 - £14,766; 30hrs: £17,014 - £22,150).

Hours: Part-time, 20-30 hours per week.

Reports to: Head of Development.

JOB DESCRIPTION

PURPOSE

- To implement and maintain office and management systems to ensure efficient and accurate processes across the Move More (MM) team.
- To administer financial systems using online accounting software, raising invoices, reconciling payments and general bookkeeping.
- To create, develop and maintain marketing, branding, and external communication across the charity.

MAIN DUTIES

- To provide effective, friendly customer services by answering calls, responding to email queries, taking and amendment of bookings.
- To ensure that MM records, contact lists and files are kept up to date and are accurate.
- Management of the process for purchases, ensuring correct authorisation, correct coding and accurately reconciled.
- Management of the process for income from MM programmes, raising invoices with the correct authorisation, coding correctly and accurately reconciled.
- Management of staff expense and mileage claims.
- To create and send financial reports to budget holders when necessary.
- To create and update MM advertising materials for MM programmes and events.
- To manage and update professional and engaging content within MM social media channels.
- Contribute to the ongoing maintenance and updating of content of the MM website.
- Ensuring that Move More assets are maintained through servicing/MOT , ensuring that MM equipment and vehicles are correctly maintained.
- To ensure the effective and efficient running of a busy office, supporting and communicating with all staff, positively contributing to a friendly, welcoming environment, team spirit and staff wellbeing.
- To act in accordance with Move More's core documents, policies and business plan with particular reference to the overall aims of the Charity.

The above is a sample of the functions and is not an exhaustive list and therefore the ability to adapt as the role develops is crucial.

PERSON SPECIFICATION

KNOWLEDGE AND UNDERSTANDING

- Have a basic understanding of how schools, community clubs or leisure providers operate.
- Have a sound understanding of financial & staff management procedures.
- Have knowledge of design and marketing software plus use of appropriate social media platforms.

EXPERIENCE

- Relevant and proven experience of working with a range of people e.g. school staff (including senior leaders, teachers, teaching partners), young people, parents and families.
- Experience of working within a busy, office environment, responding appropriately to own and others' needs and deadlines.
- Experience of financial processes and controls, data collection and reporting, using design software as well as marketing and outward facing communication strategies.

QUALIFICATIONS

- Finance, book-keeping or accounting certification.
- Evidence of professional development relevant to the role.
- Clean Enhanced DBS check.

SKILLS AND ATTRIBUTES

- Proficient IT skills and the ability to use a range of different applications, such as Microsoft, Google, Xero and the backend of websites.
- Financial management in relation to procurement, sales and budgeting
- Ability to develop, design and post content across multiple social media channels
- Excellent communication and interpersonal skills.
- Have a passion for the job and a drive for excellence.
- Highly motivated, able to demonstrate excellent communication and interpersonal skills that can be adapted to best suit a range of needs and audiences.
- Strong organisational skills with the ability to prioritise and meet conflicting deadlines
- To be flexible, creative and innovative in overcoming barriers for positive change.
- The ability to create positive working relationships with a large range of professionals, organisations & individuals.
- The ability to work independently and as part of a team.
- Willingness to take on coaching based projects as they arise throughout the year.
- Attention to detail.

This post will require a current, fully enhanced DBS certificate.

To apply please fill in a Move More application and email to:
Andy Herbert, Head of development, andy@move-more.org

Closing date for applications: 9am on Monday 12th April
Interview date: Wednesday 21st April