



RECRUITMENT PACK

ADMINISTRATOR

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.

We aim to instil foundations of a healthy lifestyle within all children and young people, enabling them to reach their full potential with regards to personal, social & emotional development. As well as working directly with children, we support the environments surrounding children; schools, families and 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.

The administrator position is a new and exciting position and is a result of our continued growth within the charity. We have big plans for 2024 and need someone who is passionate about making a positive difference to children to support this journey.

We can provide you with an exciting opportunity in which you will be able to use your expertise to work collaboratively across the entire Move More team and make a positive impact.

THE CHALLENGE

Activity levels amongst children and young people in Cheltenham and Tewkesbury have increased over the past 12 months with 51.4% now achieving the Chief Medical Officer guidelines of 60+ minutes of physical activity every day.



However, look closer and you will see that 1 in 4 children and young people across Cheltenham and Tewkesbury still do less than 30 minutes of physical activity everyday.



Children and young people from the most deprived areas in Cheltenham and Tewkesbury are twice as likely to be classified as overweight or obese when compared to those from the least deprived areas.



The prevalence of overweight (including obesity) children across Cheltenham and Tewkesbury increases from reception (23.3%) to Year 6 (31.2%).



Participation levels in children with vulnerable characteristics (reporting a disability; known to social care; identifying as LGBTQ+; experiencing serious bullying; Young carers; SEN/EHCP) are lower than overall participation levels.



Disabled children and young people and those who live in the most deprived areas of Gloucestershire have significantly lower levels of exercise when compared to their non-disabled and more affluent peers.

The most common reasons for not exercising given by children and young people are that they are not good at it; do not have time; expense and poor facilities.

JOB INFORMATION

Post: Administrator

Salary: £21,268-27,688 pro rata

Hours: Part time - 20-30 hours per week

JOB DESCRIPTION

PURPOSE

- To provide effective administrative support across the various functions of the charity.
- To administer financial systems using online accounting software, raising invoices, reconciling payments and general bookkeeping.
- To support Move More's communications via email and phone from a range of stakeholders.

SPECIFIC FUNCTIONS

- To provide effective, friendly customer services by answering calls, responding to email queries and taking and amending bookings.
- To provide administrative support to a variety of Move More programmes.
- To ensure that Move More records, contact lists and files are kept up to date and are accurate.
- Manage the process for purchases through ensuring correct authorisation, coding and accurate reconciliation.
- Manage the process for income from Move More programmes through raising invoices with the correct authorisation, coding and accurate reconciliation.
- To support the administrative HR requirements of new starters and leavers, such as references, DBS checks and uploading information to our HR system.
- Ensure that Move More assets are appropriately maintained through equipment checks and arranging services, MOTs and repairs for Move More vehicles.
- 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.

PERSON SPECIFICATION

KNOWLEDGE AND UNDERSTANDING

- Have a sound understanding of financial processes and procedures.
- Have a sound understanding of administrative processes.

EXPERIENCE

- Relevant and proven experience of working with a range of people.
- 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 and communicating via different methods to a range of stakeholders.

QUALIFICATIONS

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

SKILLS AND ATTRIBUTES

- Proficient IT skills and the ability to use a range of different applications, such as Microsoft and Xero
- Financial management in relation to procurement, sales and budgeting
- 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.
- Attention to detail.

COMMITMENT TO CHILD PROTECTION AND SAFEGUARDING

Move More is fully committed to the safeguarding and protection of all children and therefore operate safer recruitment practices which sits alongside our Safeguarding and child protection policy.

As part of the safer recruitment process we will:

- Ask candidates to complete an application form rather than a CV so we have all the information we need.
- Ask candidates to complete a self-disclosure form which gives candidates the opportunity to confidentially disclose any relevant criminal convictions, child protection investigations or disciplinary sanctions on record.
- Call for at least 2 references, one of which must be the current/previous employer. We use a standard form which will also check a candidate's suitability to work with children and young people.
- Check all qualifications (educational and professional) and identity paperwork.
- Undertake publicly available online searches.
- As Move More staff work with children in regulated activity all staff will be subject to an Enhanced Disclosure and Barring Service check. If you have been a resident overseas for 3 months or more over the past 5 years, we will also check candidates' criminal record within that country.
- The interview process consists of a face to face interview.
- All new staff will participate in an induction process which includes child protection training.
- Move More's Safeguarding and Child Protection policy is reviewed and staff are updated on an annual basis.

MOVE MORE STAFF BENEFITS

As well as having a positive impact on children each and every day and working for one of the largest children's physical activity providers in Gloucestershire, Move More Staff also have the following benefits:

- 6% employer pension contribution (employees contribute 2%)
- Perkbox membership - employee discounts at a wide range of stores, free counselling sessions and wellness sessions.
- Cycle to Work Scheme
- 50% off Move More Camps for 2 children of your choice
- Mileage costs covered at 45p per mile
- Free Canterbury Move More uniform
- 25 days annual leave + bank holidays
- Sick pay
- Professional development opportunities
- Move More laptop

HOW TO APPLY

Please apply using the official application form. This can be downloaded at: <https://www.move-more.org/get-involved/vacancies/>

CVs will not be considered.

For further information regarding the role, please contact info@move-more.org and a member of the team will be in touch.

Applications should be sent to info@move-more.org or via post to: Move More, All Saints Academy, Blaisdon Way, Cheltenham, GL51 0WH

TIMELINE

Closing date: This is a rolling recruitment process, candidates will be assessed for interview as soon as they apply. Interviews: Agreed upon application.

TO FIND OUT MORE ABOUT US GO TO:
WWW.MOVE-MORE.ORG

