

## **Role: EA/Office Manager**

We have a fantastic opportunity for a highly talented and proactive EA/Office Manager to become a key player in a dynamic and fast paced sporting environment.

**About us:** Established in 1999, Ignite Sport UK's primary aim is to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training, services and events to individuals, schools and the sports industry. A registered training provider for sport & education qualifications, working in further education, apprenticeships, and adult education.

**Salary:** £28,500 - £31,500 FTE

This is an exciting role where you will have the opportunity to be the right hand to one of the Directors. You will play an integral part in the day to day running of the business covering a broad spectrum of disciplines to include project management, event management, business administration, marketing & events.

We are looking for an outstanding EA who can provide a high level of support and has extensive experience in strategic diary management, excellent prioritisation and organisational skills, and is confident using their initiative to make informed decisions.

This is a role for a talented individual with a forward-thinking approach and great energy. You will need to be one-step ahead at all times, thrive in a fast paced and entrepreneurial environment and have superb delivery skills. Attention to detail is key.

This is primarily an office-based role however will require someone who is flexible. The role is 80/20 business/personal split. Occasional travel required. This role has flex to be full or part time (minimum hours 20 per week) dependant on candidate fit.

The ideal candidate will have at least 3 years' experience in supporting (at C-Suite level), as well as being flexible and reliable.

### **Key responsibilities:**

- Acting as gatekeeper to the Directors
- Project manage and deliver on initiatives
- Preparing reports, presentations and correspondence on behalf of the Directors
- Key liaison on all projects and initiatives
- Sourcing suppliers
- Working alongside our external team of PR, Digital Marketing and Print agencies
- Event Management
- Key liaison on event management to include working with key stakeholders, suppliers, venues

### Experience:

- Great record of building relationships and managing relationships
- Positive attitude to helping people across the business
- Background of office/events management
- Worked in a fast-paced environment
- Trusted person
- From a professional environment
- 3+ years' experience

### Benefits:

25 days holiday + bank holidays (based on 40 hrs p/w)

Pension with employer contribution

Fully expensed phone and lap-top

Employee recognition - We reward excellence annually with staff awards, socials & incentive opportunities

Regular CPD

Free childcare at Ignite Holiday Camp Settings

Childcare voucher tax saving scheme (to help towards the cost of childcare)

On-site parking at head office

Annual employee wellbeing grant & perks

### To apply:

Send a copy of your CV via email with an accompanying intro telling us why you are perfect for this role to: Louise Merritt: [l.merritt@ignitesportuk.com](mailto:l.merritt@ignitesportuk.com)

Application deadline: September 23<sup>rd</sup>, 2022

