

ROLE: Junior Administrator

SALARY: £17,150 – £21,150

Job type: Full-time (35-40 hours per wk.)

We are seeking an organised, self-motivated, and driven individual who is looking to develop within a fast-growing group of companies by providing administrative support. The candidate will work as part of a small team and their duties will be varied and wide-ranging. This role is office based at our HQ, Oxford City FC, a busy working football club where our education and community divisions are housed.

The successful candidate will need to have excellent organisation, administration, and communication skills, and demonstrate flexibility and a willingness to turn their hand to get the job done. They will also have the ability to work independently, prioritise effectively and to meet deadlines.

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.

Duties will include:

Dealing with general enquiries, in person, email and by telephone.

Supporting the administration of recruitment and staff CPD.

Producing letter and email communications, photocopying, scanning, document compiling, filing and general paperwork.

Scheduling meetings, note taking and arranging meeting spaces.

Maintaining office equipment and providing day to day office support to all office staff.

Checking stocks for stationery and reporting back when supplies are required.

Working on reception as required.

Answering the phone and transfer/take calls.

Greet and assist visitors.

The organizing of lunches/coffees for meetings or events.

Receiving deliveries and distribute to staff.

Running ad-hoc errands.

Essential qualities:

Excellent communication skills, super friendly and confident.

Education to A level, BTEC, L3 Apprenticeship or equivalent.

Team-working experience.

Problem-solving skills.

Flexible approach to working.

Approachable.

Excellent brilliant written and verbal communication.

Knowledge of Outlook, Word, Excel, etc.

Someone who is not afraid to ask questions when seeking support and guidance.

Knowledge of the following subjects is beneficial however not essential: social media, digital marketing, events, sport.

Benefits:

22 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 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 a super fit for this role to: Louise Merritt: l.merritt@ignitesportuk.com

Application deadline: October 20th, 2022

Applicants must be aged 18+ and hold a driving licence with daily access to a vehicle. As part of our safer recruitment policies, candidates will undergo an enhanced DBS check.

