



JOB DESCRIPTION

Post Title:	Business Support Officer
Grade/Salary:	£24,941- £27,796 (pro rata) + pension contribution
Working Hours:	15 hours per week (working pattern to be agreed)
Area:	Finance, Administration, HR & Marketing
Job Purpose:	To provide general administrative and finance support and to co-ordinate office-based systems & procedures, provide HR support and use effective marketing tools, liaising with the General Manager and other officers.
Job Information:	The terms and conditions for this post are those as agreed by the Management Committee and are outlined in the Contract of Employment. These may be amended as a result of negotiations.
Reporting to:	General Manager

1. Role Within Context of The Organisation

The officer will act as a focal point for the administrative support of the works of the Steel Valley Project in the project area in north Sheffield. The objectives of the Project include:

- Managing habitats for the benefit of wildlife, people, landscape and historical value
- Encouraging access to the countryside and open green spaces
- Developing and delivering environmental education projects
- Involving individuals and the wider community in understanding and caring for the environment, including training opportunities in countryside management and conservation skills

a) Maintaining auditable financial records, including:

- i. Accounts, payroll, and petty cash records
- ii. Human resource documents
- iii. Reporting to General Manager, steering group and management committee relevant within scope of the role

b) Assisting with funding applications, supporting monitoring and review, and preparation of returns, with officers and General Manager.

- i. Identifying, compiling and collating data. (Financial, statistical etc. as required).
- ii. Monitoring and reporting on expenditure as required by funding bodies.
- iii. Liaising with funding bodies under direction of General officer/manager.

c) Filing & categorisation of invoices (as authorised by the General Manager).

d) Supporting the Project's delivery of training initiatives such as volunteering opportunities

e) Day to day maintenance of personnel records, new starters, holiday leave, sickness recording, etc.

f) Taking minutes of staff and Steering Group meetings

g) Assisting other Officers in informing and involving the local community through appropriate forms of publicity and communication

h) Assisting Officers in the preparation of training materials, event resources, etc.

i) Manage website and social media channels with support of General Manager and other officers

4. Other duties including:

- Developing and maintaining filing systems
- Answering telephone
- Dealing with incoming and outgoing mail
- Purchasing supplies, (office supplies, training materials, books etc.) as authorised by the General Manager
- Typing, word processing and other office administrative tasks
- Dealing with enquiries where appropriate or reporting to relevant officers