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**JOB DESCRIPTION**

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| **JOB TITLE** | Business Support Officer |
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| **LOCATION** | Cross Green, Leeds, LS9 |
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| **HOURS** | 14 per week |
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| **SALARY** | Grade 5 PP 16- 20 - £27, 413 - £29,673. |
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| **REPORTING TO** | Director of People and Operations |
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| **RESPONSIBLE FOR** | Various roles as required |

**Organisational Context**

Leeds Gypsy and Traveller Exchange (Leeds GATE) is an established and award-winning civil society organisation with a national profile. We are recognised as being innovative, brave and creative. Our overall aim is to improve quality of life for Gypsies and Travellers through addressing inequalities in homes, health, education, and employment, financial and social inclusion. We run a number of community facing and strategic projects to achieve our aims including advocacy, community development and youth work. Those who access our services and activities are members of Leeds GATE.

**Job Purpose**

The purpose of the role is to support the smooth running of the organisation. You will work closely with the CEO, Director of People and Operations, Finance Manager and the Community Centre Coordinator to provide administrative support to the Leeds GATE board, carry out bookkeeping duties and support the Director of Operations in their day to day duties.

**Duties and Responsibilities**

**Governance and SLT Support**

* Provide high quality governance support to the Board, the CEO and the Director of People and Operations.
* Support the CEO and Director of People and Operations to ensure all governance systems and processes are adhered to by the Board and the CEO.
* To support the Director of People and Operations to ensure Leeds GATE is legally compliant.

**HR and Finance Administration**

* To deliver high quality HR administrative support to the Director of People and Operations.
* To provide bookkeeping and administrative support to the Finance Manager on an as needs basis.
* To support Leeds GATE in ensuring that the Leeds GATE database is fit for purpose and legally compliant.

**Staff Management**

* To train the Administrative Assistant to provide basic administrative support to the Board.

**Partnerships**

* Ensure good relationships to our funders, partners and contractors
* Work directly with contractors and providers to ensure value for money and quality of service.

**Risk Management**

* To lead risk assessments for your areas of work
* To follow quality assurance processes as directed by your manager

**General Duties**

* To be willing to work outside of office hours when required
* To be willing and able to travel when required
* To attend all relevant staff team and other meetings as required and produce reports as requested
* To prepare for and participate in regular supervision meetings
* To act in accordance with all Leeds GATE policies, guidelines and terms of employment
* To ensure Leeds GATE Values in all activity
* To undertake appropriate training and personal development programmes
* To contribute to the effective running of the organisation through supporting welcome within the office and supporting GATE events and activities as required
* Use an Asset Based approach, working from people’s strengths
* To challenge racism and stigma through your work
* To undertake any other duties appropriate to the post as required

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** | English GCSE or equivalent  Maths GCSE or equivalent | Relevant administrative or bookkeeping qualification |
| **Experience** | Experience in bookkeeping  Experience in providing administrative support to Boards | Experience in the charity or not-for-profit sector.  Experience working with Sage or Quickbooks |
| **Knowledge** | Knowledge and understanding of the issues facing Gypsy and Traveller communities, including the impacts of racism, discrimination, and inequality |  |
| **Skills** | IT skills, with the ability to use relevant software and systems  Excellent MS Office skills including; Word and Powerpoint and Excel skills  Excellent verbal and written communication skills with the ability to engage with internal and external stakeholders at all levels.  Able to work well in a team  Excellent organisational skills with a flexible attitude and the ability to adapt and respond to a busy and varied workload  Good analytical skills with the ability to analyse and present data and business information in a variety of formats  Good attention to detail and driven to deliver work of high quality and accuracy  Ability to produce high quality reports  Ability to work to agreed deadlines and targets autonomously and with limited supervision  Excellent problem solving skills – having a positive and creative attitude to problem solving |  |
| **Personal Attributes** | Commitment to GATE’s values and mission  Solution focused and flexible  Resilient with an awareness of self-care  Self-motivated and proactive.  Ability to build trusting and effective supportive relationships  Willingness to work flexible hours around client needs  Committed to your own learning and development, including reflective practice |  |