



Cerebral Palsy Sport

Administrator (part time 10 hours per week)

Supporting Information

Dear Applicant

Thank you for showing interest in applying for the post of part time Administrator.

This letter is designed to provide you with a brief overview of Cerebral Palsy Sport and what we do.

Also included in the application pack is:

- A full job description and person specification for the post of part time Administrator
- The application form. Please note we do not accept CV's.
- Equal opportunities monitoring form.

About Cerebral Palsy Sport – Cerebral Palsy Sport is the country's leading national disability sport organisation supporting people with cerebral palsy and other physical disabilities to reach their sporting potential and putting people with cerebral palsy and their families at the heart of everything we do.

Our **vision** is to support people with cerebral palsy to reach their life potential through sport and active recreation.

Our **mission** is to improve quality of life for people with cerebral palsy and other physical disabilities through sport, physical activity and active recreation.

Our **aim** is to raise aspirations, promote inclusion and support people with cerebral palsy and other disabilities to play, participate and enjoy sport and active recreation.

Our Structure – Cerebral Palsy Sport currently employs 6 team members: Chief Operational Officer, 1 Senior Sports Development Manager, 2 National Sports Development Officers, 1 National Engagement Officer and 1 Administrator.

We are based at the Nottingham Science and Technology Park in Nottingham, East Midlands. Cerebral Palsy Sport is governed by a Board of Trustees that bring a range of skills in supporting the organisation with governance decisions. The Board of Trustees consists of up to 8 independent individuals with a range of skills and competencies across key sectors that enables Cerebral Palsy Sport to operate as an effective strategic national disability sports organisation (NDSO), charity and a Limited company.

Administrator Role – This post is a job share position working alongside the charity's current administrator. The post holder will work alternative days to the current Administrator with some joint roles and responsibilities.

The post will also support the data entry process including membership, registration / entry forms for events, diversity forms and photo consent forms. The post will be responsible for ordering equipment and stationery as well as general office functions. This post will support the charity's monitoring and evaluations processes, and contribute to the marketing of retail and merchandise.

We are seeking a dynamic, motivate individual who will bring new ideas and demonstrate attention to detail. As well as contribute to Cerebral Palsy Sport in supporting people with cerebral palsy and other physical disabilities to reach their sporting potential and putting people with cerebral palsy and their families at the heart of everything we do.

We hope that you are interested in what will be an exciting opportunity. Please ensure your application form addresses the job description and person specification.

The closing date is Monday 27th January 5pm. Please note that Cerebral Palsy Sport reserve the right to close the application process prior to this date if there is a high volume of applications received.

If you have any questions or wish to have an informal discussion regarding the position, please contact our office on 0115 925 7027 or email: info@cpsport.org

We look forward to receiving your application.

Yours sincerely



Adi Fawcett

Chief Operating Officer

Job Description

Job Title:	Administrator - Part Time
Reporting to:	Chief Operational Officer
Salary Range:	25 years old and above £8.21per hour 21-24 years old £7.70 per hour 18-20 years old £6.15 per hour
Location:	National Office, Nottingham Science Park, NG7 2QJ Nottingham
Type of contract:	Permanent. Part time job share 10 hours per week (over a minimum of two days per week)
<p>Purpose: The job holder will be responsible for the overall administration systems for the organisation and provision of technical and administrative support to the organisation.</p> <p>The role will provide administrative support for; membership services, retail sales, membership data, monitoring and evaluation and the recording of all statistical data and evaluations.</p>	
<p>Job Description</p> <p>Key duties and responsibilities:</p> <p>Opportunities to Play, Participate and Enjoy</p> <ul style="list-style-type: none"> • To support the management of the membership services for Cerebral Palsy Sport to ensure timely renewal of membership and reconciliation of membership fees. • To support the management of the Cerebral Palsy Sport Database and membership systems. • To support the management of the administrative operations of the organisation including equipment, stock and stationery management. • To undertake administrative support for Cerebral Palsy Sport's events where appropriate. • To maintain an equipment register and stock log • To support retail sales and merchandise. 	
<p>Training for the Future:</p> <ul style="list-style-type: none"> • To support administration volunteers and oversee their volunteering in the organisation. • To respond in timely manner to enquiries from external individuals; schools; families and organisations on a range of Cerebral Palsy Sport's development programmes. • To maintain archive records from the administrative operation of the organisation. 	

Partnerships and Alliances Matter

- To support the cultivation of working relationships and develop sustainable links with colleagues, other agencies, wider community groups and key personnel appropriate to administration services of the organisation.

Promoting Our Message

- To support the promotion and marketing activity relating to the retail sales programme through effective communications, promotions and marketing.
- Support the development of the organisation's effective internal and external communication systems
- Support Cerebral Palsy Sport's monitoring and evaluation processes, procedures and reporting.
- To produce written progress reports as required
- To support and contribute to the development of the CP Sport Strategic Planning process and plan.
- To ensure adherence to current data protection legislation and systems.

Supporting Knowledge, Insight and Research

- To oversee the development of the database and tracking systems to produce participation baseline statistics and reports for ongoing analysis of programmes.
- To maintain a good awareness of all of Cerebral Palsy Sport's work and contribute towards the growth and raising of awareness of opportunities for both sports development and fundraising functions.

Resource and Quality Effectively Managed:

- To support the preparation of Cerebral Palsy Sport retail sales budget forecasts, and maintain accurate and up to date financial records where appropriate.
- To produce monthly reports linked to the charity's annual service delivery plan.

Any other duties

- To undertake any other appropriate duties as determined by the Chief Operational Officer, Senior Sport Development Manager or Board of Trustees

**CP Sport Administrator
Personal Specification**

E = Essential D = Desirable		
Education/qualifications	Hold recognised qualifications in Maths, English, and ICT	E
	Hold recognised administrative qualifications	D
	Willing to undertake necessary training to acquire any additional qualifications as relevant to the post	E
Experience	Experience of managing administrative systems and office functions	E
	Experience of managing database functions and systems	D
	Experience of maintaining administrative and office functions	D
Skills	Excellent inter-personal and diplomatic skills and the ability to communicate with people at all levels	E
	Team building and motivating skills Independent working, self-motivated, flexible	E
	ICT literate including experience in the use of Microsoft Office, Excel, Word, PowerPoint, Publisher, and Access database packages	E
	Good communication skills - written and oral	E

	Excellent planning and organisational skills and ability to monitor and evaluate programmes.	E
	Experience of working with external organisations at local, regional and national levels	D
Knowledge	Good understanding of policies and procedures for Data Protection, Health and Safety, Safeguarding and Equality and Diversity.	D
	A flexible attitude to working days, willing to work evenings and weekends when appropriate	E
	To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement	E
Other	Full clean driving licence and access to a car for work purposes	E
<p>This post is subject to an Enhanced Disclosure check via the Disclosure Barring Service</p> <p>Cerebral Palsy Sport is an equal opportunities employer. All appointments are made on the basis of merit and ability.</p>		