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**Workforce Administrator**

**Directly responsible to: Programmes Manager (workforce)**

**Role: Full time, 12-month fixed term contract with potential extension**

**Location: Loughborough or remote working**

**Department: Workforce**

**Grade: C1 - £25,500**

**About Activity Alliance**

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| Activity Alliance is the leading voice for disabled people in sport and activity. Established in 1998 as a national charity, we were previously known as the English Federation of Disability Sport. Our vision is fairness for disabled people in sport and activity. Sport and activity play an important role in our nation’s health. We want to create a fair society for everyone. A place where everyone can be active however and wherever they want to be.Our ambition is to close the gap between disabled people’s level of inactivity and that of non-disabled people. We are to close this gap within a generation by achieving two clear organisational goals: 1. Embedding inclusive practice into organisations
2. Changing attitudes towards disabled people in sport and activity

Our values underpin everything we do. They shape our work and support us to embed a strong dynamic culture across our organisation: * We care – we are passionate about what we do, and who we do it for.
* We unite – we collaborate with others to achieve greater outcomes.
* We champion – we recognise everyone’s voice must be heard if we are to provide equitable place to live, work, and thrive.

This role will sit within the Workforce team at Activity Alliance, where we have the ambition to be:* The leading organisation for the representation of disabled people across the sport and physical activity workforce
* The go-to organisation for education, training and learning to embed inclusive practice across the sport and physical activity sector.

The Workforce team leads on the development and delivery of learning products which aim to increase knowledge and/or confidence to include disabled people. This can include anything from a piece of eLearning or a recorded webinar to programmes offering face-to-face training, such as our Inclusive Activity Programme. The Workforce team is also responsible for providing guidance externally and working with partners to improve representation of disabled people across the sport and physical activity sector.  |

**Role purpose**

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| We are looking for a proactive, organised and experienced administrator to support Activity Alliance in achieving its charitable aims by:* administering the effective delivery of Activity Alliance products in line with objectives, budget and available resource.
* administering the implementation of processes and systems that underpin the delivery of high-quality products.

pro-actively collaborating across the organisation to ensure effective delivery and integration of products.The post holder will be managed by the Programmes Manager (Workforce) and will be expected to work closely with all colleagues across the organisation to ensure effective delivery of our Workforce function and products. |

**Key responsibilities**

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| **Product delivery*** Provide administration support to the delivery of our Workforce Strategy and Operational Plan.
* Administer workshop product booking processes. This includes:
	+ Liaising with workshop product organisers
	+ Confirming workshop product bookings
	+ Allocating tutors to workshop product bookings
	+ Completing associated paperwork e.g. purchase order and invoice requisitions.
* Administer product marketing and communication plans.
* Administer product evaluation and reporting frameworks.
* Administer tutor quality assurance and development processes.

**Learning management system administration*** Support the administration and distribution of Activity Alliance learning management system products.
* Update product information and course details on Activity Alliance’s learning management system.
* Administer customer service support for learners accessing products on Activity Alliance’s learning management system.
* Administer Activity Alliance learning management system reporting and evaluation processes.

**Communication*** Manage and respond to enquiries received in organisational shared email inboxes.
* Build and maintain effective relationships with partners, tutors and customers.
* In liaison with the Communications and Policy team, administer the development and implementation of product and platform specific marketing and communication plans.
* In liaison with the Communications and Policy team, administer the development of content to increase the visibility of Activity Alliance products and learning management system.
* Support effective internal communication; ensuring relevant information is shared with colleagues.
* Act as a role model championing organisational inclusive practice internally and externally.
* Represent the organisation externally at events and conferences.

**Product development*** Support the development of products for the Activity Alliance learning management system. This includes:
	+ Working with colleagues across the organisation
	+ Providing administration support to the creation of new products
	+ Providing administration support to update existing products based on insight.
* Contribute ideas to evolve existing and create new products.
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 **Contribution to the work of Activity Alliance**

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| * To work as an active member of the Workforce team to achieve key organisational outcomes.
* Demonstrate our organisational values and behaviours in everything you do.
* Undertake any other duties as required by the line manager or (Extended) Leadership team that are commensurate with the role.
* Work effectively with colleagues in other teams to achieve our organisational goals.
* Actively share your knowledge and expertise with colleagues to support staff development and working processes.
* Keep up to date with key issues, reports, announcements, and legislation on the development of sport and activity for disabled people. When required, take up internal and external training and development opportunities to support this.
* Comply with our organisational policies and processes including the staff handbook, equal opportunities policy, and code of conduct.
* Actively ready to promote and advocate equality, diversity, and inclusion.
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**Person specification**

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| **Key behaviours** * Team player and collaborator
* Organised and able to prioritise well
* Self-motivated and able to work autonomously
* Good communicator
* Positive thinker
* Conscientious and motivated with a methodical approach to work
* Adaptable and flexible, with the ability to learn new skills quickly
* Customer focused, with a friendly and helpful attitude
* Passionate about diversity and inclusion.

**Essential skills and experience** * Experience of administrative work
* Experience of maintaining clear and accurate records
* Able to communicate effectively whilst delivering on several competing priorities
* Excellent planning and organisational skills
* Ability to manage time effectively
* Ability to prioritise tasks
* Ability to perform under pressure
* Strong IT skills, with significant knowledge in Microsoft applications.

**Desirable skills/experience*** Experience using learning or content management systems
* Experience updating website content
* Knowledge of disability sports/activity sector.
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 **Other requirements of role**

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| Ability to travel independently across the UK and willing to work away from normal place of work as required. The post holder will need the flexibility to work some unsocial hours including evenings and weekends. |

 **Equality and diversity**

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| Activity Alliance is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All Activity Alliance staff are required to actively promote the Equal Opportunities Policy and influence and encourage the empowerment of disabled people within sport and activity.All Activity Alliance staff are required to actively promote, influence, and encourage the empowerment of disabled people in sport and activity. |



Activity Alliance

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[**www.activityalliance.org.uk**](http://www.activityalliance.org.uk)