



### Job Description

Leeds Gymnastics Club CIC	<p><b>Mi Mission Statement</b> – As a Community Interest Company, our mission is to create a positive, supportive, gymnast-centred environment where every individual is encouraged to unlock their potential.</p>
Core Values of LGC	<p>Our core values stand for: <b>Exceeds – Excellence, Community, Enjoyment, Equality, Dedication and Sustainability.</b></p> <p>These are a set of principles that help to guide the actions and behaviors of all our members and staff on a day-to-day basis and we work with all employees to look at our core values and see how they can be applied to their day to day roles. Thereby ensuring our employees are constantly developing and the club is striving to hit our mission statement.</p>
Post Title	Head of Administration
Grade	<p>Management Tier – Permanent Post .</p> <p>Salary – dependant on experience starting from £28,500 - £34,000</p>
Responsible to	Alexandra Webster – Business Director
Responsible for	Administration staff and cleaners
Hours, Holiday and Sickness Cover	<p>Hours expected to be Monday – Friday 35 – 37.5 per week (occasional weekend) can have some flexibility</p> <p>31 days holiday including bank holidays</p> <p>Sickness as per contract</p>

Purpose of the Job	<p>To provide leadership of the club's administrative systems ensuring smooth and effective operation</p> <p>To ensure compliance with regulatory bodies and provide staff training on systems where necessary</p> <p>To co-ordinate the maintenance of the facilities ensuring up-to date records are kept</p> <p>Build strong cross-team relationships and communication between office, Performance and Gymnastics for All</p>
Relevant Qualifications	<ul style="list-style-type: none"> <li>• Enhanced DBS (if required by Club)</li> <li>• First Aid qualification (training can be given)</li> <li>• Strong mathematical competency to work with financials</li> <li>• Excellent written communication and comprehension in all formats</li> <li>• MS Word, Excel and Outlook with a good level of general confidence around learning new systems</li> <li>• Experience of implementing new processes and systems to improve business productivity</li> </ul>

Job Descriptions for post of:

**Office Manager - Management Tier**

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times, carry out his/her duties and responsibilities within the spirit of Leeds Gymnastics Club CIC and their Policies.

**MAIN DUTIES AND RESPONSIBILITIES**

**For Organisation:**

1. Provide leadership of the day-to-day work of the administrative/office function of LGC including new starter processes
2. To supervise, train and develop administrative staff as appropriate to achieve high performance by utilising effective leadership and management techniques
3. To manage the membership and waiting list database ensuring classes are full or if classes can't be filled from a waiting list that the Head of GFA is informed promptly.
4. To implement structured member communications to provide good communication to the club's members
5. To facilitate and manage monthly invoice and collection of fees
6. Manage the process of notifying customers of increases in fees
7. To ensure compliance with BG rules ensuring all members have joined BG and any payment due to BG is paid at the required time.

8. To ensure that complaints received by the Reception team are dealt with in a timely and appropriate manner or are passed to the relevant person who will deal with the complaint
9. Support the running of Club events including competitions, Awards Night and Gymfest

**Financial:**

1. Assisting the Business Director with book-keeping tasks including work required for monthly accounts including bank reconciliation, balancing nominal accounts/cash book entries and other reconciliation work
2. To work with the Business Director to develop best practice and new schemes to streamline office procedures.
3. To ensure all supplier invoices are entered onto Kashflow ready for payment
4. To be responsible for ensuring Debtors are kept to a minimum and the Business Director is informed of any potential bad debts
5. Respond to all finance emails
6. Refer any concerns of a financial nature to the Business Director

**For HR:**

1. To ensure that new employee are entered onto all systems and that they have the required DBS, safeguarding training and compliance for HR purposes and training on systems as required
2. Ensure annual leave and sickness information is logged and liaise with staff and managers to provide information on remaining annual leave available
3. Be aware of and comply with policies and procedures relating to child protection ensuring all employees remain fit to coach

**Compliance:**

1. Co-ordinate the health and safety policies, risk assessments and testing of equipment with other directors ensuring they are regularly reviewed and accurate records are kept
2. Act as a Data Protection officer and check that data protection laws are being adhered to in relation to the storage of data and review and update policies as required
3. Ensure details of insurances held are on file

**Facilities:**

1. Co-ordinate the maintenance of facilities and equipment with Directors and ensure up to date records are kept
2. Be responsible for cleaning of facilities

**For the safety of other:**

1. To act in a responsible, professional and appropriate manner at all times, in accordance with the club's codes of conduct, ethics and best practice
2. To fulfill the duty of care towards all members of the club

**For support of the Club:**

Model appropriate behavior in the following areas, ensuring that all admin staff;

1. Appreciate and support the role of other professionals
2. Contribute to the overall ethos and core values of the company
3. Attend and participate in relevant meetings as required

4. To actively promote the club where possible
5. Participate in training and other learning activities and performance development as required
6. Any other related duties as may arise

**Any other duties and responsibilities appropriate to the grade and role as directed by your line manager**

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