

OXFORD UNITED IN THE COMMUNITY



Job Title: Operations Support Executive

Reporting to: Head of Charity – Christopher Lowes

Location: Oxford United FC Training Ground, Oxford Sports Park, Horspath Road, Oxford OX4 2RR

Salary Range: £18,000 - £21,000 per annum (subject to experience)

Hours of work: 37.5 hours per week excluding lunch breaks (please note the role may require some evening and weekend working including home match days as required)

Full Time Contract (subject to annual performance review)

Introduction:

Oxford United in the Community (OUitC) is the official charity of Oxford United FC (OUFC).

Independent but closely linked, OUitC is embarking on an exciting new strategy from 2020 to grow the impact of the charity and OUFC's brand using the power of football.

To help achieve the growth linked to this strategy, the charity is now looking to appoint someone to help design, implement and run the necessary operational and administrative systems to allow the charity to operationally deliver a range of services, generate income and raise funds, interact with all partners and stakeholders and to help ensure efficient and compliant operational activities.

In addition, the role will directly support the Head of Charity and the Board of Trustees as appropriate.

Main Roles and Responsibilities

Operational Support

- Back office operations for all coaching programmes (e.g. programme details / bookings / registers / payments)
- Input and manage data in Programme reporting tools (including Salesforce for NCS)
- Engage with participants of programmes to confirm availability for fixtures

Staffing / Personnel

- Coach Recruitment – checking, validating and recording documentation (Induction process)
- Staff rotas including troubleshooting gaps in staffing
- Keep HR system updated
- First Aid Approvals
- Work with Operational Team on risk assessment

General Office Administration

- Handle enquiries - telephone calls / emails for Community@oufc.co.uk
- Mail and parcels – deal with incoming items and arrange for regular items sent by post to be sent out
- Manage office supplies

Financial

- Obtain quotations
- Raise Purchase Orders in line with policy
- Pay suppliers – processing payments from approved invoices
- Book-keeping / accounts – record keeping and organising information
- Billing – processing payments
- Payroll and PAYE

Social Media Accounts

- Set up and maintaining accounts as appropriate
- Collation (from coaches) and creation of content for social media accounts
- Engagement with basic enquiries and discussions via social media
- Provide photos and content to Marketing Communications company
- Develop YouTube / video sharing platform content

Board of Trustees Support

- Set up meetings and book meeting rooms
- Work with Head of Charity to issue meeting papers
- Take and issue Board meeting minutes

Other

- General support to the Head of Charity as required
- Event organisation, administration and support
- Website updates and management
- Match Ops / Debrief – review meetings with OUFC to prepare for games and follow ups
- Fundraising administration, promotion and research
- Compliance with policies and procedures

Skills / Abilities Required

- Experience of office administration / management
- A well-organised multitasker
- Able to work as part of a small team some of whom are remote workers
- Flexibility, initiative and patience
- Competent in all MS Office products plus social media platforms
- Good telephone manner - confident and articulate

To apply please email Clowes@oufc.co.uk with your CV with a covering letter detailing how your personality and capabilities will help OUitC achieve operational excellence.

Closing date for applications

Friday 28th February at 12 midday.

We will endeavour to advise candidates shortlisted for interview by close of business on Monday 2nd March.

Interviews

We plan to hold initial interviews on Thursday 5th March, so you should be available on this day if applying for the role.

Contact Person: Chris Lowes - Head of Charity
Oxford United in the Community
www.ouitc.co.uk

Charity Registration Number 1125173
Company Registration Number 06621199 (England & Wales)