Job Summary

Post Title	Leap Administrator	**Pay Grade**	Grade 1
Directorate **Service Area**	Leap, Culture, Sport and Leisure Communities Directorate	**Line Manager**	Head of Finance and Investment
Work style (Delete as applicable) **Location**	Fixed 18.5 hours Green Park	**Job Family & Role Profile**	Administration
DBS Check Required? (Delete as applicable)	YES - Standard	**Compulsory Covid Vaccine Role**	No

Section 1: Job Purpose and Job Context

Providing administrative and delivery support to the Leap Team and the Leap Board to improve the lives of residents in Bucks and Milton Keynes through regular movement, physical activity and sport.

Section 2: Main Responsibilities and Duties

- To provide administrative support to the Leap Team including minutes and meetings administration, dissemination of information and office tasks.
- Provide administration for the Partnership Director and Leap Board
- To act as the first point of contact for the Leap team with members of the public responding to queries and requests for information.
- Provide administrative and on-the-day support for key Leap events and projects, including the School Games.
- To process invoices on the finance system SAP
- To ensure Leap contacts and databases are kept up to date and available for the Leap Team to use.
- To co-ordinate information to support monitoring and evaluation of Leap events and activities.
- Promote the values of Leap

Section 3: Values and Behaviours

Honesty
We are honest with colleagues, partners and ourselves
Integrity
We are true to our purpose and cause
Bravery
We are bold in thought and action
Confidence
We are confident in the value Leap adds
Resourceful

We work creatively to do more for less

Enterprising

We take the initiative to make things happen

Ambition

We work hard to surpass expectations

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Section 4: Knowledge, Skills and Experience (taken from role profile)	**Job Specific Examples**	**Essential**	**Desirable**
Excellent administration skills		✓	
Good personal organisation skills including the ability to balance competing priorities and manage a varied workload within deadlines		✓	
Confident communication and inter-personal skills including awareness of the need to communicate in different ways according to the audience, to motivate, enthuse, persuade and influence and the ability to gain the trust and confidence of others.		✓	
Confident and polite communication and customer services skills including the ability to communicate effectively in writing and over the phone		✓	
Ability to work on own initiative and as part of a team.			✓
Information technology skills on windows-based software.		✓	
Excellent working knowledge and experience of Microsoft packages including Word and Excel		✓	
Qualifications		**Essential**	**Desirable**
Relevant experience and/or qualifications in administration support		✓	
Experience / qualifications in Microsoft packages including Word and Excel		✓	
Other Requirements		**Essential**	**Desirable**
(e.g. full driving license if it is a genuine occupational requirement of the role)			
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide		✓	

advice in accurate spoken English is essential for the post.		
Full Course Covid-19 Vaccination The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 ('the Regulations'). These regulations require registered persons of all CQC registered care homes (which provide accommodation together with nursing or personal care) to ensure that a person does not enter the indoor premises unless they have been vaccinated. This is subject to certain exemptions.		
Politically Restricted Post The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor. There are broadly two categories of restricted posts: Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.	N	N/A

This job summary is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.